

# April 2019

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## Free Workshops & Computer Training

Mon – Wed  
Thur  
Fri

### Hours

9:00am - 3:00pm  
9:00am - 5:00pm  
9:00am - 1:00pm

Computers	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Workshops
<p><u>COMPUTER HELP</u> Tutors are available to address your goals regarding internet, email, online job search, basic computer skills and more.</p> <p><u>COMPUTER CLASSES</u> These courses teach beginner and intermediate concepts. If you need to upgrade your skills for the workplace, register at the front desk.</p> <p><u>LINKEDIN</u> Conduct your job search using the primary source for recruiters.</p> <p><u>CHOOSING A NEW CAREER</u> Use your skills in other occupations. Explore options for finding your best career.</p>	1 <b>9:45 Orientation</b> 10:00 Self-Paced Computer Training	2  <b>12:30-3:00 WORD Part 1</b>	3 <b>9:45 Orientation</b> <b>11:00 Attitude Power</b>	4 10:00 Self-Paced Computer Training  <b>12:30-3:00 WORD Part 2</b>	5 Computer Tutor By appointment	<p><u>ART OF INTERVIEWING</u> You only have one shot at doing it right. Are you prepared, confident &amp; ready?</p> <p><u>ATTITUDE POWER</u> Learn how your attitude affects the impression you make.</p> <p><u>EFFECTIVE COMMUNICATION</u> Learn how to speak, write and improve body language for the workplace.</p> <p><u>NETWORKING FOR SUCCESS</u> Master the art of networking, the #1 way to land a job.</p> <p><u>RESUME BUILDING</u> If you're not getting interviews, your resume needs work.</p> <p><u>JOB SEARCH TECHNIQUES</u> If your job search feels overwhelming, get organized &amp; motivated</p>
	8 <b>9:45 Orientation</b> 10:00 Self-Paced Computer Training	9  <b>12:30-3:00 EXCEL Part 1</b>	10 <b>9:45 Orientation</b>	11 10:00 Self-Paced Computer Training  <b>12:30-3:00 EXCEL Part 2</b> <b>1:30 Job Search Techniques</b>	12 Computer Tutor By appointment	
	15 <b>9:45 Orientation</b> 10:00 Self-Paced Computer Training	16 <b>10:00 Resume Building</b>	17 <b>9:45 Orientation</b>  <b>1:00-3:00 CHOOSING A NEW CAREER</b>	18 10:00 Self-Paced Computer Training	19 Closed for Good Friday 	
	22 <b>9:45 Orientation</b> 10:00 Self-Paced Computer Training 11:00 Art of Interview Part 1	23 <b>10:00 Network for Success</b>  <b>12:30-3:00 POWERPOINT 1</b>	24 <b>9:45 Orientation</b>	25 10:00 Self-Paced Computer Training  11:00 Art of Interview Part 2  <b>12:30-3:00 POWERPOINT 2</b>	26 Computer Tutor By appointment	
	29 <b>9:45 Orientation</b> 10:00 Self-Paced Computer Training	30  <b>1:00-2:00 TAKE CARE OF YOU</b>	<b>**Orientation Required Before Participation**</b>			