

May 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>COMPUTER HELP Tutors are available to address your goals regarding internet, email, online job search, basic computer skills and more.</p> <p>COMPUTER CLASSES These courses teach beginner and intermediate concepts. If you need to upgrade your skills for the workplace, register at the front desk.</p> <p>LINKEDIN Conduct your job search using the primary source for recruiters.</p> <p>CHOOSING A NEW CAREER Use your skills in other occupations. Explore options for finding your best career.</p>	<p>**Orientation Required Before Participation**</p>		<p>1 9:45 Orientation 11:00 Attitude Power</p>	<p>2 10:00 Self-Paced Computer Training Closing at 2:00</p>	<p>3 CLOSED</p>	<p>ART OF INTERVIEWING You only have one shot at doing it right. Are you prepared, confident & ready?</p> <p>ATTITUDE POWER Learn how your attitude affects the impression you make.</p> <p>EFFECTIVE COMMUNICATION Learn how to speak, write and improve body language for the workplace.</p> <p>NETWORKING FOR SUCCESS Master the art of networking, the #1 way to land a job.</p> <p>RESUME BUILDING If you're not getting interviews, your resume needs work.</p> <p>JOB SEARCH TECHNIQUES If your job search feels overwhelming, get organized & motivated</p>
	<p>6 9:45 Orientation 10:00 Self-Paced Computer Training</p>	<p>7 9:00-11:00 WORD Part 1</p>	<p>8 9:45 Orientation 9:00-11:00 WORD Part 2</p>	<p>9 10:00 Self-Paced Computer Training 1:30 Job Search Techniques</p>	<p>10 Computer Tutor By appointment</p>	
	<p>13 9:45 Orientation 10:00 Self-Paced Computer Training</p>	<p>14 10:00 Resume Building 1:00-2:00 MASTERING YOUR CREDIT REPORT</p>	<p>15 9:45 Orientation</p>	<p>16 10:00 Self-Paced Computer Training 1:30 Networking for Success</p>	<p>17 Computer Tutor By appointment</p>	
	<p>20 9:45 Orientation 10:00 Self-Paced Computer Training 11:00 Art of Interview Part 1</p>	<p>21 12:30-3:00 EXCEL Part 1</p>	<p>22 9:45 Orientation 1:00-3:00 CHOOSING A NEW CAREER</p>	<p>23 10:00 Self-Paced Computer Training 11:00 Art of Interview Part 2 12:30-3:00 EXCEL Part 2</p>	<p>24 Computer Tutor By appointment</p>	
	<p>27 CLOSED</p> <div style="text-align: center;">  </div>	<p>28 12:30-3:00 POWERPOINT 1</p>	<p>29 9:45 Orientation</p>	<p>30 10:00 Self-Paced Computer Training 12:30-3:00 POWERPOINT 2</p>	<p>31 Computer Tutor By appointment 9:30—12:00 MAXIMIZING LINKEDIN</p>	