

September 2019

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METRO #84, #25, #82

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Free Workshops & Computer Training

Hours

Mon – Wed



9:00am - 3:00pm

Thur

9:00am - 5:00pm

Fri

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>2</p> 	<p>3</p>	<p>4</p> <p>9:45 Orientation</p> <p>1130 Attitude Power</p>	<p>5</p> <p>10:00 Self-Paced Computer Training</p>	<p>6</p> <p>Computer Tutor By appointment</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>9</p> <p>9:45 Orientation 10:00 Self-Paced Computer Training</p>	<p>10</p> <p>10:00 Resume Building</p> <p>12:30-3:00 WORD Part 1</p>	<p>11</p> <p>9:45 Orientation</p>	<p>12</p> <p>10:00 Self-Paced Computer Training 12:30-3:00 WORD Part 2 1:30 Job Search Techniques</p>	<p>13</p> <p>Computer Tutor By appointment</p>	
	<p>16</p> <p>9:45 Orientation 10:00 Self-Paced Computer Training</p>	<p>17</p> <p>10:00 Networking for Success</p> <p>12:3 0-3:00 POWERPOINT 1</p>	<p>18</p> <p>9:45 Orientation 1:00 Choosing a New Career</p>	<p>19</p> <p>10:00 Self-Paced Computer Training 12:30-3:00 POWERPOINT 2</p>	<p>20</p> <p>Computer Tutor By appointment</p>	
	<p>23</p> <p>9:45 Orientation 10:00 Self-Paced Computer Training 11:15 Art of Interview Part</p>	<p>24</p> <p>1:00 MONEY MANAGEMENT 1:00-3:00 EXCEL Part 1</p>	<p>25</p> <p>9:45 Orientation</p>	<p>26</p> <p>10:00 Self-Paced Computer Training 11:00 Art of Interview Part 2 1:00-3:00 EXCEL Part 2</p>	<p>27</p> <p>Computer Tutor By appointment</p>	
	<p>30</p> <p>9:45 Orientation 10:00 Self-Paced Computer Training</p>			 <div style="border: 2px solid orange; padding: 5px; display: inline-block; transform: rotate(-5deg);"> <p>**Orientation Required Before Participation**</p> </div>		