

October 2019

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METRO #84, #25, #82

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JobNet

****Orientation Required
Before Participation****

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>		1	2 9:45 Orientation	3 10:00 Self-Paced Computer Training	4 Computer Tutor By appointment 9:45-12:00 MAXIMIZING LINKEDIN	<p>ART OF INTERVIEWING You only have one shot at doing it right. Are you prepared, confident & ready? ATTITUDE POWER Learn how your attitude affects the impression you make. EFFECTIVE COMMUNICATION Learn how to speak, write and improve body language for the workplace. NETWORKING FOR SUCCESS Master the art of networking, the #1 way to land a job. RESUME BUILDING If you're not getting interviews, your resume needs work. JOB SEARCH TECHNIQUES If your job search feels overwhelming, get organized & motivated</p>
	7 9:45 Orientation 10:00 Self-Paced Computer Training	8 10:00 Resume Building 12:30-3:00 WORD Part 1	9 9:45 Orientation	10 10:00 Self-Paced Computer Training 12:30-3:00 WORD Part 2 1:30 Job Search Techniques	11 Computer Tutor By appointment	
	14 9:45 Orientation 10:00 Self-Paced Computer Training	15 10:00 Networking for Success 1:00-3:00 EXCEL 1	16 9:45 Orientation 1:00-3:00 LINKEDIN 101	17 10:00 Self-Paced Computer Training 1:00-3:00 EXCEL 2	18 Computer Tutor By appointment 9:30 Effective Communication	
	21 9:45 Orientation 10:00 Self-Paced Computer Training	22 1:00 MONEY MANAGEMENT 12:30-3:00 POWERPOINT Part 1	23 9:45 Orientation 1:00-3:00 Choosing a New Career	24 10:00 Self-Paced Computer Training 12:30-3:00 POWERPOINT Part 2	25 Computer Tutor By appointment	
	28 9:45 Orientation 10:00 Self-Paced Computer Training	29 12:30-3:00 EXCEL Part 1	30 9:45 Orientation	31 12:30-3:00 EXCEL Part 2		