

March 2020

3224 Mercer St. 77027 | 713.626.8320

METRO #84, #25, #82

jobnet@ccschouston.org

www.ccschouston.org



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><u>COMPUTER HELP</u> Tutors are available to help with internet, email, online job search, basic computer skills & more.</p> <p><u>COMPUTER CLASSES</u> Beginner & intermediate concepts. 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>FINDING THE RIGHT JOB FOR YOU</u> Find jobs that match your interests. Explore job outlook and training options.</p> <p><u>SUCCESS COACHING</u> Personalized support focused on reaching your goals</p>	<p>2 9:45 Orientation 10:00 Self-Paced Computer Training</p>	<p>3 9:30 Staying Motivated</p>	<p>4 9:45 Orientation <i>Financial Coaching by appointment</i> 11:00 Attitude Power</p>	<p>5 10:00 Self-Paced Computer Training</p>	<p>6 <i>Computer Tutor By appointment</i></p>	<p><u>ART OF INTERVIEWING</u> Be prepared, confident & ready.</p> <p><u>ATTITUDE POWER</u> Make the right impression.</p> <p><u>EFFECTIVE COMMUNICATION</u> Improve verbal & non-verbal communication.</p> <p><u>NETWORKING FOR SUCCESS</u> Land a job the #1 way.</p> <p><u>RESUME BUILDING</u> Start getting interviews.</p> <p><u>JOB SEARCH TECHNIQUES</u> Get organized & motivated.</p> <p><u>INTERVIEW TIPS FROM AN EMPLOYER</u> Hear real world feedback.</p> <p><u>STAYING MOTIVATED</u> Learn habits to move forward</p>
	<p>9 9:45 Orientation 10:00 Self-Paced Computer Training 1:00 INTERVIEW TIPS FROM AN EMPLOYER</p>	<p>10 10:00 Resume Building 12:30-3:00 WORD Part 1 1:00 Art of Interview Part 1</p>	<p>11 9:45 Orientation <i>Financial Coaching by appointment</i> 12:30 FINDING THE RIGHT JOB FOR YOU</p>	<p>12 10:00 Self-Paced Computer Training 12:30-3:00 WORD Part 2 1:00 Art of Interview Part 2</p>	<p>13 <i>Computer Tutor By appointment</i> 9:45 MAXIMIZING LINKEDIN 10:00 Job Search Techniques</p>	
	<p>16 9:45 Orientation 10:00 Self-Paced Computer Training</p>	<p>17 10:00 Networking for Success 12:30-3:00 EXCEL Part 1</p>	<p>18 9:45 Orientation <i>Financial Coaching by appointment</i> 1:00-3:00 LINKEDIN 101</p>	<p>19 10:00 Self-Paced Computer Training 12:30-3:00 EXCEL Part 2</p>	<p>20 <i>Computer Tutor By appointment</i></p>	
	<p>23 9:45 Orientation 10:00 Self-Paced Computer Training 1:00 INTERVIEW TIPS FROM AN EMPLOYER</p>	<p>24 12:30-3:00 POWERPOINT 1 1:00 TAKING CONTROL OF DEBT</p>	<p>25 9:45 Orientation <i>Financial Coaching by appointment</i> 12:30 FINDING THE RIGHT JOB FOR YOU</p>	<p>26 10:00 Self-Paced Computer Training 12:30-3:00 POWERPOINT 2</p>	<p>27 <i>Computer Tutor By appointment</i> 9:30 Effective Communications</p>	
<p>30 9:45 Orientation 10:00 Self-Paced Computer Training</p>	<p>31</p>					