

August 2020

713.626.8320

jobnet@ccschouston.org

www.ccschouston.org

FOR VIRTUAL ORIENTATION
CALL OR EMAIL

JobNet

ALL WORKSHOPS
CONDUCTED REMOTELY
USING ZOOM

Free Workshops & Computer Training

Computers	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Workshops
<p>COMPUTER CLASSES Beginner & intermediate concepts. Upgrade your skills for the workplace.</p> <p>LINKEDIN Conduct your job search using the primary source for recruiters.</p> <p>SUCCESS COACHING Personalized support focused on reaching your goals</p>	3 COMPUTER LAB OPEN BY APPOINTMENT	4 12:30-3:00 WORD Part 1	5 COMPUTER LAB OPEN BY APPOINTMENT	6 12:30-3:00 WORD Part 2	7 COMPUTER LAB OPEN BY APPOINTMENT	<p>ART OF INTERVIEWING Be prepared, confident & ready.</p> <p>NETWORKING FOR SUCCESS Land a job the #1 way.</p> <p>RESUME BUILDING Start getting interviews.</p> <p>JOB SEARCH TECHNIQUES Get organized & motivated.</p> <p>INTERVIEW TIPS FROM AN EMPLOYER Hear real world feedback.</p>
	10 COMPUTER LAB OPEN BY APPOINTMENT	11 10:00 Resume Building 12:30-3:00 EXCEL Part 1	12 1:00-3:00 LINKEDIN 101 COMPUTER LAB OPEN BY APPOINTMENT	13 12:30-3:00 EXCEL Part 2	14 10:00 Job Search Techniques COMPUTER LAB OPEN BY APPOINTMENT	
	17 COMPUTER LAB OPEN BY APPOINTMENT	18 12:30-3:00 PowerPoint Part 1	19 COMPUTER LAB OPEN BY APPOINTMENT	20 12:30-3:00 PowerPoint Part 2	21 COMPUTER LAB OPEN BY APPOINTMENT	
	24 1:00 Interview Tips from an Employer COMPUTER LAB OPEN BY APPOINTMENT	25 10:00 Art of Interviewing 1:00 Networking for Success	26 COMPUTER LAB OPEN BY APPOINTMENT	27 10:00 Advanced Interviewing	28 COMPUTER LAB OPEN BY APPOINTMENT	
	31 COMPUTER LAB OPEN BY APPOINTMENT					

