

April 2018

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JobNet



To get started,
ATTEND ORIENTATION

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>2 9:45 Orientation 10:00 Self-Paced Computer Training</p>	<p>3 12:00—2:00 WORD Part 1</p>	<p>4 9:45 Orientation</p>	<p>5 10:00 Self-Paced Computer Training</p>	<p>6 Computer Tutor By appointment 11:00—1:00 WORD Part 2</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>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 9:45 Orientation 10:00 Self-Paced Computer Training</p>	<p>10 9:45-12:00 LINKEDIN 101</p>	<p>11 9:45 Orientation 11:00 Attitude Power</p>	<p>12 10:00 Self-Paced Computer Training 11:00 Job Search Techniques</p>	<p>13 Computer Tutor By appointment 10:00-12:00 LINKEDIN</p>	
	<p>16 9:45 Orientation 10:00 Self-Paced Computer Training</p>	<p>17 1:00-3:00 POWERPOINT 1</p>	<p>18 9:45 Orientation</p>	<p>19 10:00 Self-Paced Computer Training 10:00 Resume Building 1:00-3:00 POWERPOINT 2</p>	<p>20 Computer Tutor By appointment</p>	
	<p>23 9:45 Orientation 10:00 Self-Paced Computer Training 11:00 Art of Interview Part 1 12:00-2:00 EXCEL Part 1</p>	<p>24</p>	<p>25 9:45 Orientation 12:00-2:00 EXCEL Part 2</p>	<p>26 10:00 Self-Paced Computer Training 10:00 Art of Interview Part 2 Closing at 2:00</p>	<p>27 Computer Tutor By appointment Closing at 12:00</p>	
	<p>30 9:45 Orientation 10:00 Self-Paced Computer Training BEATING LONG-TERM UNEMPLOYMENT 1:00-2:00</p>					

