

~ JULY 2018 ~

Monday	Tuesday	Wednesday	Thursday	Friday
<p>2 Rochester</p> <p><u>Job Link</u> 9:00 AM</p> <p><u>Keyboarding</u> 10:00 AM – 10:30 AM</p>	<p>3 Rochester</p> <p><u>Resume Critique</u> 9:30 AM – 10:30 AM</p>	<p>4 Plymouth</p> <p><u>Holiday</u></p> 	<p>5 Plymouth</p> <p><u>Job Link</u> 9:00 AM</p> <p><u>Resume Critique</u> 10:00 AM – 10:30 AM</p>	<p>6</p>
<p>9 Rochester</p> <p><u>Job Link</u> 9:00 AM</p> <p><u>Computer Basics</u> 9:30 AM – 11:30 AM</p> <p><u>Internet Basics</u> 1:00 PM – 3:00 PM</p>	<p>10 Rochester</p> <p><u>Job Applications & Uploading Resumes</u> 8:30 am – 9:30 AM</p> <p><u>MS Word</u> 10:00 AM – 2:00 PM</p>	<p>11 Plymouth</p> <p><u>Keyboarding</u> 8:30 AM – 9:00 PM</p> <p><u>MS Word</u> 9:30 AM – 1:30 PM</p>	<p>12 Plymouth</p> <p><u>Job Link</u> 9:00 AM</p> <p><u>Job Applications & Uploading Resumes</u> 9:45 AM – 11:00 AM</p> <p><u>Resume Development</u> 1:00 PM – 2:30 PM</p>	<p>13</p> <p><small>Warsaw Computer Basics 8:30 AM – 10:00 AM</small></p> <p><small>Word Basics 10:30 AM – 2:30 PM</small></p>
<p>16 Rochester</p> <p><u>Job Link</u> 9:00 AM</p> <p><u>Interviewing</u> 9:30 AM – 11:30 AM</p> <p><u>Resume Development</u> 1:00 PM – 2:30 PM</p>	<p><small>Keyboarding at HSE/GED 9:00 AM – 10:00 AM</small></p> <p>17 Rochester</p> <p><u>MS Excel</u> 10:30 AM – 2:30 PM</p>	<p>18 Plymouth</p> <p><u>Analyzing Job Ads</u> 8:30 AM – 9:00 AM</p> <p><u>MS Excel</u> 9:30 AM – 2:30 PM</p>	<p>19 Plymouth</p> <p><u>Job Link</u> 9:00 AM</p> <p><u>Interviewing</u> 9:45 AM – 11:00 AM</p> <p><u>ICC-Resume</u> 1:00 PM – 2:30 PM</p>	<p>20</p> <p><small>Warsaw Resume Critique 8:30 AM – 9:30 AM</small></p> <p><small>Excel Basics 10:00 AM – 3:00 PM</small></p>
<p>23 Rochester</p> <p><u>Job Link</u> 9:00 AM</p> <p><u>Identifying Your Skills</u> 9:30 AM – 11:30 AM</p> <p><u>Analyzing Job Ads</u> 1:00 PM – 2:00 PM</p>	<p>24 Rochester</p> <p><u>MS PowerPoint</u> 8:30 AM – 1:00 PM</p> <p><u>Resume Critique</u> 1:30 PM – 2:30 PM</p>	<p>25 Plymouth</p> <p><u>Researching Employers</u> 8:30 AM – 9:00 AM</p> <p><u>MS PowerPoint</u> 9:30 AM – 1:30 PM</p>	<p>26 Plymouth</p> <p><u>Job Link</u> 9:00 AM</p> <p><u>Conquering Age Barriers</u> 9:45 AM – 11:00 AM</p> <p><u>MS Publisher</u> 1:00 PM – 3:00 PM</p>	<p>27</p> <p><small>Warsaw Interviewing 8:30 AM – 10:00 AM</small></p> <p><small>PowerPoint Basics 10:30 AM – 1:30 PM</small></p>
<p>30 Rochester</p> <p><u>Job Link</u> 9:00 AM</p> <p><u>Conquering Age Barriers</u> 9:30 AM – 11:30 AM</p> <p><u>Researching Employers</u> 1:00 PM – 2:00 PM</p>	<p>31 Rochester</p> <p><u>MS Publisher</u> 8:30 AM – 11:00 AM</p> <p><u>ICC-Resume</u> 1:00 PM – 3:00 PM</p>			

Name: _____ Last 4 SS #: _____ Phone: _____

Circle Workshops – Turn sheet in to a staff member

Plymouth WorkOne
2878 Miller Dr.
Plymouth, IN 46563
574-936-8919

Rochester WorkOne
927 Main St.
Rochester, IN 46975
574-223-8542