

August 2018 Workshop Schedule


** Please see an Advisor to enroll in workshops

www.gotoworkone.com

574 295-0105

Customer Copy

Rev. 7/13/18

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3
			<u>MS PowerPoint 2013</u> 9:00 - 12:00 <u>Keyboarding</u> 9:00 - 10:30 <u>Interviewing</u> 1:30 - 3:00	<u>HOPE</u> 9:00 - 10:30 <u>Computer Basics</u> 9:00 - 10:30 <u>Resume Open Lab</u> 1:30 - 3:00
6	7	8	9	10
	<u>Saving, Investing and Retiring</u> 10:00 - 11:30		<u>Identifying Your Skills</u> 9:00 - 10:00 <u>Job Apps/Online Applications</u> 9:00 - 10:00 <u>Resume Development</u> 1:30 - 3:00	<u>HOPE</u> 9:00 - 10:30 <u>ICC Basics</u> 9:00 - 11:00 <u>Resume Open Lab</u> 1:30 - 3:00
13	14	15	16	17
	<u>Business Planning</u> 10:00 - 11:30		<u>Conquering the Age Barrier</u> 9:00 - 10:30 <u>TORQ</u> 1:30 - 2:30 <u>Analyzing the Job Description</u> 1:30 - 2:30	<u>HOPE</u> 9:00 - 10:30 <u>Computer Basics</u> 9:00 - 11:00 <u>Resume Open Lab</u> 1:30 - 3:00
20	21	22	23	24
	<u>MS Excel 2013**</u> 9:00 - 3:00		<u>ICC Basics</u> 9:00 - 11:00 <u>Researching the Employer</u> 1:30 - 2:30	<u>HOPE</u> 9:00 - 10:30 <u>Resume Open Lab</u> 1:30 - 3:00 <u>MS Excel 2013 Intermediate**</u> 1:30 - 3:30
27	28	29	30	31
	<u>Resume Development</u> 9:00 - 10:30 <u>Interviewing</u> 1:30 - 3:00		<u>Job Applications/Online Apps</u> 9:00 - 10:30 <u>Keyboarding</u> 9:00 - 10:30 <u>Internet Safety</u> 1:30 - 2:30	<u>HOPE</u> 9:00 - 10:30 <u>Internet Basics/Email</u> 9:00 - 10:30 <u>Resume Open Lab</u> 1:30 - 3:00