

~ AUGUST 2018 ~

Monday	Tuesday	Wednesday	Thursday	Friday
		<b>1 Plymouth</b> <u>Computer Basics</u> 8:30 AM – 11:00 AM <u>Internet Basics &amp; Email</u> 1:00 PM – 3:00 PM	<b>2 Plymouth</b> <u>Job Link 9:00 AM</u> <u>Resume Development</u> 9:30 AM – 11:00 AM <u>ICC-Resume</u> 1:00 PM – 2:30 PM	<b>3</b> Warsaw – See Warsaw Calendar <small>Warsaw Computer Basics 8:30 AM – 10:30 AM Word Basics 10:30 AM – 2:30 PM</small>
<b>6 Rochester</b> <u>Job Link 9:00 AM</u> <u>Computer Basics</u> 9:30 AM – 11:30 AM <u>Internet Basics</u> 1:00 PM – 2:30 PM	<b>7 Rochester</b> <u>Keyboarding</u> 8:30 AM – 9:00 AM <u>Microsoft Word</u> 9:00 AM – 2:00 PM	<b>8 Plymouth</b> <u>Uploading Resumes &amp; Job Applications</u> 8:30 AM – 9:30 AM <u>Microsoft Word</u> 9:45 AM – 2:00 PM	<b>9 Plymouth</b> <u>Job Link 9:00 AM</u> <u>ICC-Job Search</u> 9:30 AM – 10:30 AM <u>Identifying Your Skills</u> 1:00 PM – 2:00 PM	<b>10</b> Warsaw – See Warsaw Calendar <small>Warsaw Resume Critique 8:30 AM – 9:30 AM Excel Basics 10:30 AM – 2:30 PM</small>
<b>13 Rochester</b> <u>Job Link 9:00 AM</u> <u>Interviewing</u> 9:30 AM – 11:00 AM <u>Resume Development</u> 1:00 PM – 2:30 PM	<b>14 Rochester</b> <small>Keyboarding at HSE/GED 9:00 AM – 10:00 AM</small> <u>Microsoft Excel</u> 10:30 AM – 3:00 PM	<b>15 Plymouth</b> <u>Keyboarding</u> 8:30 AM – 9:00 AM <u>Microsoft Excel</u> 9:30 AM – 2:30 PM	<b>16 Plymouth</b> <u>Job Link 9:00 AM</u> <u>Interviewing</u> 9:30 AM – 11:00 AM <u>Working with Temp Agency</u> 1:00 PM – 2:00 PM	<b>17</b> Warsaw – See Warsaw Calendar <small>Warsaw Interviewing 8:30 AM – 10:30 AM PowerPoint Basics 10:30 AM – 2:30 PM</small>
<b>20 Rochester</b> <u>Job Link 9:00 AM</u> <u>Keyboarding</u> 9:30 AM – 10:00 AM <u>Identifying Your Skills</u> 1:00 PM – 2:30 PM	<b>21 Rochester</b> <u>Resume Critique</u> 8:30 AM – 9:30 AM <u>Microsoft PowerPoint</u> 10:00 AM – 2:30 PM	<b>22 Plymouth</b> <u>Researching Employers</u> 8:30 AM – 9:00 AM <u>Microsoft PowerPoint</u> 9:30 AM – 2:00 PM	<b>23 Plymouth</b> <u>Job Link 9:00 AM</u> <u>Cover Letters</u> 9:30 AM – 11:30 AM <u>Keyboarding</u> 1:00 PM – 1:30 PM	<b>24 Plymouth</b> <u>Intermediate Excel</u> 9:00 AM – 11:30 AM
<b>27 Rochester</b> <u>Conquering Age Barriers</u> 8:30 AM – 10:00 AM <u>Intermediate Excel</u> 1:00 PM – 3:00 PM	<b>28 Rochester</b> <u>Researching Employers</u> 8:30 AM – 9:30 AM <u>Microsoft Publisher</u> 1:00 PM – 3:00 PM	<b>29 Plymouth</b> <u>Analyzing Job Ads</u> 8:30 AM – 9:00 AM <u>MS Publisher</u> 9:30 AM – 11:30 AM	<b>30 Plymouth</b> <u>Job Link 9:00 AM</u> <u>ICC-Resumes</u> 9:30 AM – 11:30 AM <u>Resume Critique</u> 1:00 PM – 2:00 PM	<b>31 Plymouth</b>

Name: \_\_\_\_\_ Last 4 SS #: \_\_\_\_\_ Phone: \_\_\_\_\_

Circle Workshops – Turn sheet in to a staff member