

August 2018
Workshop Calendar

South Bend WorkOne
851 Marietta St., South Bend, IN 46617



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 WorkKeys 8:30 a.m. – 4:00 p.m., WK Rm. Job Link – Job Search 10:00 – 11:30 a.m., Rooms 2/3 Job Search 1:30 – 3:30 p.m., Lab 4	2 Bank On: Saving, Investing, & Retiring 10:00 a.m. - Noon, Lab 4 (Register online: NIBOA.org) Keyboarding 10:00 – 11:00 a.m., Lab 5 Computer Basics 1:00 – 2:30 p.m., Lab 5	3 WorkKeys 8:30 a.m. – 4:00 p.m., Lab 5 E & T Connections 10:00 a.m. – Noon, Rooms 2/3
6 ICC Resume 8:30 – 10:00 a.m., Lab 4 HOPE Networking Group (For degreed professionals) 9:00 – 11:00 a.m., Adult Ed Rm. Open Lab 10:30 – 12:00 p.m., Lab 4	7 WorkKeys 8:30 a.m. – 4:00 p.m., WK Rm. Excel 2013 Basics (For users comfortable with MS Word) 9:00 a.m. – 3:30 p.m. Lab 4 Job Search Success 10:00 – 11:30 a.m., Lab 5 HIRE Re-Entry Workshop 1:00 – 2:15 p.m., Room 007 Interviewing 1:00 – 2:30 p.m., Lab 5	8 WorkKeys 8:30 a.m. – 4:00 p.m., WK Rm. Job Link – Job Search 10:00 – 11:30 a.m., Rooms 2/3 Job Search 1:30 – 3:00 p.m., Lab 4	9 Bank On: Business Planning 10:00 a.m. - Noon, Lab 4 (Register online: NIBOA.org) Resume Development 10:00 – 11:30 a.m., Lab 5 Job Applications 1:00 – 2:30 p.m., Lab 5	10 WorkKeys 8:30 a.m. – 4:00 p.m., Lab 5 E & T Connections 10:00 a.m. – Noon, Rooms 2/3
13 HOPE Networking Group (For degreed professionals) 9:00 – 11:00 a.m., Adult Ed Rm.	14 WorkKeys 8:30 a.m. – 4:00 p.m., WK Rm. Microsoft Word 2013 Basics 8:30 a.m. – 12:30 p.m., Lab 4 (For users comfortable with basic keyboarding) Conquering the Age Barrier 10:00 – 11:30 a.m., Lab 5 HIRE Re-Entry Workshop 1:00 – 2:15 p.m., Room 007 Interviewing 1:00 – 2:30 p.m., Lab 5 Excel 2013 Intermediate 1:30 – 4:00 p.m., Lab 4 (For users comfortable with Excel basics)	15 WorkKeys 8:30 a.m. – 4:00 p.m., WK Rm. Job Link – Job Search 10:00 – 11:30 a.m., Rooms 2/3 Job Search 1:30 – 3:00 p.m., Lab 4	16 Resume Development 10:00 – 11:30 a.m., Lab 5 Cover Letters 1:00 – 2:30 p.m., Lab 5	17 WorkKeys 8:30 a.m. – 4:00 p.m., Lab 5 E & T Connections 10:00 a.m. – Noon, Rooms 2/3
20 ICC Resume 8:30 – 10:00 a.m., Lab 4 HOPE Networking Group (For degreed professionals) 9:00 – 11:00 a.m., Adult Ed Rm. Open Lab 10:30 – 12:00 p.m., Lab 4	21 WorkKeys 8:30 a.m. – 4:00 p.m., WK Rm. I've Got Skills 10:00 – 11:30 a.m., Lab 5 HIRE Re-Entry Workshop 1:00 – 2:15 p.m., Room 007 Interviewing 1:00 – 2:30 p.m., Lab 5	22 WorkKeys 8:30 a.m. – 4:00 p.m., WK Rm. Job Link – Job Search 10:00 – 11:30 a.m., Rooms 2/3 Job Search 1:30 – 3:00 p.m., Lab 4	23 Bank On: Spending and Saving 10:00 a.m. - Noon, Lab 4 (Register online: NIBOA.org) Keyboarding 10:00 – 11:00 a.m., Lab 5 Computer Basics 1:00 – 2:30 p.m., Lab 5	24 WorkKeys 8:30 a.m. – 4:00 p.m., Lab 5 E & T Connections 10:00 a.m. – Noon, Rooms 2/3
27 ICC Resume 8:30 – 10:00 a.m., Lab 4 HOPE Networking Group (For degreed professionals) 9:00 – 11:00 a.m., Adult Ed Rm. Open Lab 10:30 – 12:00 p.m., Lab 4	28 WorkKeys 8:30 a.m. – 4:00 p.m., WK Rm. Conquering the Age Barrier 10:00 – 11:30 a.m., Lab 5 HIRE Re-Entry Workshop 1:00 – 2:15 p.m., Room 007 Interviewing 1:00 – 2:30 p.m., Lab 5	29 WorkKeys 8:30 a.m. – 4:00 p.m., WK Rm. Job Link – Job Search 10:00 – 11:30 a.m., Rooms 2/3 Job Search 1:30 – 3:00 p.m., Lab 4	30 Bank On: Credit Check 10:00 a.m. - Noon, Lab 4 (Register online: NIBOA.org) Resume Development 10:00 – 11:30 a.m., Lab 5 Job Applications 1:00 – 2:30 p.m., Lab 5	31 WorkKeys 8:30 a.m. – 4:00 p.m., Lab 5 E & T Connections 10:00 a.m. – Noon, Rooms 2/3