

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---------------|---------------|-----------|--|--|
| | | | | 1 |
| | | | <p><u>Job Link</u> 9:30 AM - 10:30 AM</p> | <p><u>Computer Basics</u> 8:30 AM - 10:00 AM</p> <p><u>Word Basics</u> 10:30 AM - 3:00 PM</p> |
| 4 | 5 | 6 | 7 | 8 |
| | | | <p><u>Job Link</u> 9:30 AM - 10:30 AM</p> <p><u>ICC Resume Lab</u> 2:30 PM - 3:30 PM</p> | <p><u>Excel Basics</u> 8:30 AM - 1:30 PM</p> <p><u>Resume Critique</u> 1:30 PM - 2:30 PM</p> |
| 11 | 12 | 13 | 14 | 15 |
| | | | <p><u>Job Link</u> 9:30 AM - 10:30 AM</p> | <p><u>PowerPoint Basics</u> 8:30 AM - 1:00 PM</p> <p><u>Interviewing</u> 1:00 PM - 2:30 PM</p> |
| 18 | 19 | 20 | 21 | 22 |
| | | | <p><u>Job Link</u> 9:30 AM - 10:30 AM</p> | |
| 25 | 26 | 27 | 28 | 29-Dec |
| OFFICE CLOSED | OFFICE CLOSED | | <p><u>Job Link</u> 9:30 AM - 10:30 AM</p> <p><u>Resume Development</u> 10:30 AM - 12:00 PM</p> | |



Circle Workshops – Turn sheet in to a staff member

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