

OCTOBER 2021

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Free Workshops & Computer Training

Hours

Mon – Wed 9:00am - 3:00pm
 Thurs. 9:00am - 3:00pm
 Fri 9:00am - 1:00pm

Computers	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Workshops	
<p>COMPUTER HELP TUTORS ARE AVAILABLE TO ADDRESS YOUR GOALS REGARDING INTERNET, EMAIL, ONLINE JOB SEARCH, BASIC COMPUTER SKILLS AND MORE.</p> <p>COACHING SERVICES SCHEDULE WITH A COACH FOR RESUME PREP, LEARN YOUR TRANSFERABLE SKILLS</p> <p>COMPUTER CLASSES THESE COURSES TEACH BEGINNER AND INTERMEDIATE CONCEPTS. IF YOU NEED TO UPGRADE YOUR SKILLS FOR THE WORKPLACE, REGISTER AT THE FRONT DESK.</p> <p>SP= SELF PACED TRAINING</p>	<p>**Orientation Required Before Participation** Every Friday at 10:00am- Bring your ID and Resume!!!!</p>					<p>1 SP Computer Training 9:30-11:30 Orientation 10am</p>	<p>ART OF INTERVIEWING YOU ONLY HAVE ONE SHOT AT DOING IT RIGHT. ARE YOU PREPARED, CONFIDENT & READY?</p> <p>INTERVIEW TIPS FROM AN EMPLOYER SPEAK WITH AN EMPLOYER TO HEAR REAL TIME EXPECTATIONS</p> <p>JOB SEARCH TECHNIQUES GET PREPARED, ORGANIZED AND MOTIVATED 1</p> <p>LINKEDIN CONDUCT YOUR JOB SEARCH USING THE PRIMARY SOURCE FOR RECRUITERS</p> <p>ZOOM WORKSHOP LEARN THE SKILLS AND APPLICATIONS ASSOCIATED WITH THIS POPULAR VIRTUAL MEETING PLATFORM</p>
	<p>4 SP Computer Training 9:30-11:30</p>	<p>5 WORD PT 1 12:30-3:00</p>		<p>7 COMPUTER BASICS 9:30-11:30 WORD PT 2 12:30-3:00</p>	<p>8 SP Computer Training 9:30-11:30 Orientation 10am</p>		
	<p>11 SP Computer Training 9:30-11:30 </p>	<p>12 ZOOM WORKSHOP 10:00-12:00 POWER POINT PT 1 12:30-3:00</p>	<p>13 LinkedIn 101 1:00-3:00</p>	<p>14 COMPUTER BASICS 9:30-11:30 POWER POINT PT 2 12:30-3:00</p>	<p>15 SP Computer Training 9:30-11:30 Jobhunters 50+ 10:00 am Orientation 10am</p>		
	<p>18 SP Computer Training 9:30-11:30 Art of Interviewing Part 1 10:00-12:00</p>	<p>19 EXCEL BASIC PT. 1 12:30-3:00</p>	<p>20 Art of Interviewing Part 2 10:00-12:00</p>	<p>21 COMPUTER BASICS 9:30-11:30 EXCEL BASIC PT. 2 12:30-3:00</p>	<p>22 SP Computer Training 9:30-11:30 Orientation 10am</p>		
	<p>25 INTERVIEW TIPS FROM EMPLOYER 1:00-2:00 PM EXCEL INT 1 12:30-3:00 SP Computer Training 9:30-11:30</p>	<p>26 ZOOM WORKSHOP 10:00-12:00 EXCEL INT 2 12:30-3:00</p>		<p>28 COMPUTER BASICS 9:30-11:30 EXCEL INT 3 12:30-3:00</p>	<p>29 SP Computer Training 9:30-11:30 Orientation 10am</p>		