

September 2022

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JobNet

Free Workshops & Computer Training

MUST START WITH ORIENTATION



Hours

Mon. – Thu. 9:00 a.m. - 3:00 p.m.
 Fri. 9:00 a.m. - 1:00 p.m.

Computers	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Workshops
<u>COMPUTER LAB IS OPEN BY APPOINTMENT</u> <u>COMPUTER CLASSES</u> Beginner & intermediate concepts. Upgrade your skills for the workplace				1 	2 Self-Paced Computer Training 9:30-11:30 Orientation 9:45	<u>SMARTer GOAL SETTING</u> Clarify personal and financial goals <u>RESUME BUILDING</u> Start getting interviews <u>JOB SEARCH 101</u> Get organized & motivated <u>INTERVIEW TIPS FROM AN EMPLOYER</u> Hear real world feedback <u>JOB HUNTERS OVER 50</u> Make age an asset with these tips
	5 JOBNET CLOSED	6 MS Basics 9:30-12:00 Word Day 1 12:30-3:00	7	8 Computer Basics 10:00-12:00 Word Day 2 12:30-3:00	9 Self-Paced Computer Training 9:30-11:30 Orientation 9:45	
<u>LINKEDIN</u> Conduct your job search using the primary source for recruiters	12 Self-Paced Computer Training 9:30-11:30 The Art of Interviewing 10:00-12:00 LinkedIn 101 1:00-3:00	13 MS Basics 9:30-12:00 PowerPoint Day 1 12:30-3:00	14 	15 Computer Basics 10:00-12:00 PowerPoint Day 2 12:30-3:00	16 Self-Paced Computer Training 9:30-11:30 Orientation 9:45	
	19 Self-Paced Computer Training 9:30-11:30 Job Hunters Over 50 1:00-3:00	20 MS Basics 9:30-12:00 Basic Excel Day 1 12:30-3:00	21	22 Computer Basics 10:00-12:00 Basic Excel Day 2 12:30-3:00	23 Self-Paced Computer Training 9:30-11:30 Orientation 9:45	
<u>SUCCESS COACHING</u> Personalized support focused on reaching your goals	26 Self-Paced Computer Training 9:30-11:30 Interview Tips 1:00-3:00	27 Resume Building 1:00-3:00	28 Money Management 1:00-3:00	29 Computer Basics 10:00-12:00	30 Self-Paced Computer Training 9:30-11:30 Orientation 9:45	