

November 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
<p><u>COMPUTER LAB IS OPEN BY APPOINTMENT</u></p> <p><u>COMPUTER CLASSES</u> Beginner & intermediate concepts. Upgrade your skills for the workplace</p> <p><u>LINKEDIN</u> Conduct your job search using the primary source for recruiters</p> <p><u>SUCCESS COACHING</u> Personalized support focused on reaching your goals</p>		1 MS Basics 9:30-12:00 Setting Financial Goals 10:00-12:00 Word Day 1 12:30-3:00	2	3 Computer Basics 10:00-12:00 Word Day 2 12:30-3:00	4 Self-Paced Computer Training 9:30-11:30 Orientation 9:45	<p><u>SMARTER GOAL SETTING</u> Clarify personal and financial goals</p> <p><u>RESUME BUILDING</u> Start getting interviews</p> <p><u>JOB SEARCH 101</u> Get organized & motivated</p> <p><u>INTERVIEW TIPS FROM AN EMPLOYER</u> Hear real world feedback</p> <p><u>JOB HUNTERS OVER 50</u> Make age an asset with these tips</p>
	7 Self-Paced Computer Training 9:30-11:30	8 MS Basics 9:30-12:00 PowerPoint Day 1 12:30-3:00	9 Wellness Workshop 10:00-12:00	10 Computer Basics 10:00-12:00 PowerPoint Day 2 12:30-3:00	11 Self-Paced Computer Training 9:30-11:30 Orientation 9:45	
	14 Self-Paced Computer Training 9:30-11:30 LinkedIn 101 1:00-3:00	15 MS Basics 9:30-12:00 Basic Excel Day 1 12:30-3:00 Job Search Engines 1:00-2:30	16 Zoom Functionality 1:00-3:00	17 Computer Basics 10:00-12:00 Basic Excel Day 2 12:30-3:00	18 Self-Paced Computer Training 9:30-11:30 Orientation 9:45	
	21 Self-Paced Computer Training 9:30-11:30 Job Hunters Over 50 1:00-3:00 Interview Tips 1:00-3:00		22 JobNet Closing at 12:00	23 JobNet/CCSC Closed	24 JobNet/CCSC Closed	
	28 Self-Paced Computer Training 9:30-11:30	29	30 		25 JobNet/CCSC Closed	