

September 2024

3434 Branard 77027

737-738-5387

METRO #84, #25, #82

JOBNET

WORKSHOPS & COMPUTER TRAINING

ALL CLIENTS MUST START WITH ORIENTATION



JobNet Hours

Mon. – Thu. 9:00 AM - 3:00 PM

Fri. 9:00 AM - 1:00 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 JOBNET CLOSED FOR LABOR DAY	3 Windows Basics 10:00-12:00 Word Day 1 12:30-3:00	4 Effective Communication in the Workplace 1:00- 2:30	5 Computer Basics 10:00-12:00 Word Day 2 12:30-3:00	6 Orientation 9:00 – 10:00 Self-paced Computer Training 9:30-11:30
9 Self-paced Computer Training 9:30-11:30 Job Hunters Over 50 1:00-3:00	10 Windows Basics 10:00-12:00 PowerPoint Day 1 12:30-3:00	11 Goal Setting 10:00 – 11:30 Art of Interviewing 1:00-2:30	12 Computer Basics 10:00-12:00 PowerPoint Day 2 12:30-3:00	13 Orientation 9:00-10:00 Self-paced Computer Training 9:30-11:30
16 Self-paced Computer Training 9:30-11:30 Advance your career using technology (a.i.) 11:00-12:15 Linkedin 101 1:00-3:00 (Must have a LinkedIn account)	17 Windows Basics 10:00-12:00 Excel Day 1 12:30 –3:00 Resume Building 2:00-3:00	18 Emotional Intelligence 1:00- 2:30	19 Computer Basic 10:00- 12:00 Excel Day 2 12:30 –3:00	20 Orientation 9:00-10:00 Self-paced Computer Training 9:30-11:30 Job Search 101 11:00 – 1:00
23 Self-paced Computer Training 9:30-11:30 Budgeting 101 10:00-11:45	24 Windows Basics 10:00-12:00 Excel Day 3 12:30 –3:00	25 Getting what you need from Indeed 10:00-12:00 Networking For Success 1:00- 2:30	26 Computer Basics 10:00-12:00	27 Orientation 9:00-10:00 am Self-paced Computer Training 9:30-11:30
30 Self-paced Computer Training 9:30-11:30	1	2	3	4