

October 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
<u>LAB CLOSED</u>	1 <u>LAB CLOSED</u>	2 Goal Setting 10:00-12:00pm RESUME APPOINTMENT AVAILABLE <u>LAB CLOSED</u>	3 RESUME APPOINTMENT AVAILABLE <u>LAB CLOSED</u>	4 Orientation 9:00 – 10:00 <u>LAB CLOSED</u>
7 Self-paced Computer Training 9:30-11:30	8 Windows Basics 10:00-12:00 Word Day 1 12:30-3:00	9 Art of Interviewing 10:30-12:30 Marketing Yourself 1:30-2:45 RESUME APPOINTMENT AVAILABLE	10 Computer Basics 10:00-12:00 Word Day 2 12:30-3:00 RESUME APPOINTMENT AVAILABLE	11 Orientation 9:00-10:00 Self-paced Computer Training 9:30-11:30
14 Self-paced Computer Training 9:30-11:30	15 Windows Basics 10:00-12:00 PowerPoint Day 1 12:30 –3:00	16 Preparing to interview with Indeed 1:00- 3:00 <u>HCG ORIENTATION!</u>	17 Computer Basic 10:00- 12:00 PowerPoint Day 2 12:30 –3:00 RESUME APPOINTMENT AVAILABLE	18 Orientation 9:00-10:00 Self-paced Computer Training 9:30-11:30 Job Search 101 11:00-1:00
21 Self-paced Computer Training 9:30-11:30 • Budgeting 101 10:00-11:45 • LinkedIn 101 1:00-3:00 (Must have a LinkedIn account)	22 Windows Basics 10:00-12:00 Excel Day 1 12:30 –3:00	23 Networking for Success 1:00-3:00 RESUME APPOINTMENT AVAILABLE	24 Computer Basic 10:00- 12:00 Excel Day 2 12:30 –3:00 RESUME APPOINTMENT AVAILABLE	25 Orientation 9:00-10:00 Self-paced Computer Training 9:30-11:30
28 Self-paced Computer Training 9:30-11:30 Job Hunters Over 50 1:00-3:00	29 Windows Basics 10:00-12:00 Excel Day 3 12:30 –3:00	30 Emotional Intelligence 1:00-3:00 RESUME APPOINTMENT AVAILABLE	31 Computer Basic 10:00- 12:00 RESUME APPOINTMENT AVAILABLE	1 Orientation 9:00-10:00 Self-paced Computer Training 9:30-11:30