

January 2025

3434 Branard 77027

713-626-8320

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
30 JOBNET CLOSED	31 JOBNET CLOSED	1 JOBNET CLOSED	2 Computer Basics 10:00-12:00 RESUME APPOINTMENT AVAILABLE	3 Orientation 9:00 – 10:00 Self-paced Computer Training 9:30-11:30
6 Self-paced Computer Training 9:30-11:30	7 Windows Basics 10:00-12:00 Word Day 1 12:30-3:00	8 <i>Goal Setting 10:00-12:00</i>	9 Computer Basics 10:00-12:00 Word Day 2 12:30-3:00 RESUME APPOINTMENT AVAILABLE	10 Orientation 9:00-10:00 Self-paced Computer Training 9:30-11:30
13 Self-paced Computer Training 9:30-11:30	14 Windows Basics 10:00-12:00 PowerPoint Day 1 12:30-3:00	15 <i>Emotional Intelligence in the Workplace 11:00-12:30</i> <i>Networking for Success 1:00-2:30</i>	16 Computer Basics 10:00- 12:00 PowerPoint Day 2 12:30-3:00 RESUME APPOINTMENT AVAILABLE	17 Orientation 9:00-10:00 Self-paced Computer Training 9:30-11:30
20 Self-paced Computer Training 9:30-11:30 <i>LinkedIn 101 1:00-3:00</i> (Must have LinkedIn Account) <i>Budgeting 101 10:00-11:45</i>	21 Windows Basics 10:00-12:00 Excel Day 1 12:30-3:00	22 <i>Marketing Yourself 12:00-1:00</i> <i>Art of Interviewing 1:00-3:00</i>	23 Computer Basics 10:00-12:00 Excel Day 2 12:30-3:00 RESUME APPOINTMENT AVAILABLE	24 Orientation 9:00-10:00 Self-paced Computer Training 9:30-11:30 <i>Job Search 101 11:00-1:00</i>
27 Self-paced Computer Training 9:30-11:30 <i>Job Hunters Over 50 1:00-3:00</i>	28 Windows Basics 10:00-12:00 Excel Day 3 12:30-3:00	29 <i>Effective Communication 11:00- 1:00</i> <i>Preparing to Interview with Indeed 1:-00-2:30</i>	30 Computer Basics 10:00- 12:00 RESUME APPOINTMENT AVAILABLE	31 Orientation 9:00-10:00 Self-paced Computer Training 9:30-11:30