

March 2025

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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
<p>3 Self-paced Computer Training 9:30-11:30</p>	<p>4 Windows Basics   10:00-12:00 Word Day 1   12:30-3:00</p>	<p>5 <u>Transferable Soft Skills</u>   1:00- 2:45</p>	<p>6 Computer Basics   10:00-12:00 Word Day 2   12:30-3:00</p> <p>RESUME APPOINTMENT AVAILABLE</p>	<p>7 <b>Orientation   9:00 – 10:00</b> Self-paced Computer Training 9:30-11:30</p>
<p>10 Self-paced Computer Training 9:30-11:30</p>	<p>11 Windows Basics   10:00-12:00 PowerPoint Day 1   12:30-3:00</p>	<p>12 <u>Art of Interviewing</u>   10:00-12:00  <u>Networking 101</u>   1:00-2:45</p>	<p>13 Computer Basics   10:00-12:00 PowerPoint Day 2   12:30-3:00</p>	<p>14 Self-paced Computer Training 9:30-11:30</p> <p><b><u>NO ORIENTATION</u></b></p>
<p>17 Self-paced Computer Training 9:30-11:30</p> 	<p>18 Windows Basics   10:00-12:00 Excel Day 1   12:30-3:00</p>	<p>19 <u>Advance Your Career Using A.I.</u>   10:00-12:00  <u>Effective Communication in the Work Place</u>   1:00-2:00</p>	<p>20 Computer Basics   10:00-12:00 Excel Day 2   12:30-3:00</p> <p>RESUME APPOINTMENT AVAILABLE</p>	<p>21 <b>Orientation   9:00-10:00</b> Self-paced Computer Training 9:30-11:30</p>
<p>24 Self-paced Computer Training 9:30-11:30</p> <p><u>LinkedIn 101</u>   1:00-3:00</p>	<p>25 Windows Basics   10:00-12:00 Excel Day 3   12:30-3:00</p>	<p>26 <u>Success in your New Job</u>   1:00-2:45</p>	<p>27 Computer Basics   10:00- 12:00 <u>Anxiety Management</u>   12:30- 2:00</p>	<p>28 <b>Orientation   9:00-10:00</b> Self-paced Computer Training 9:30-11:30</p>
<p>31 Self-paced Computer Training 9:30-11:30</p> <p><u>Budgeting 101</u>   10:00-12:00 <u>Job Hunters Over 50</u>   1:00-3:00</p>	<p>1 Windows Basics   10:00-12:00 Word Day 2   12:30-3:00</p>	<p>2 Goal Setting</p>	<p>3 Computer Basics   10:00-12:00 Word Day 2   12:30-3:00</p> <p>RESUME APPOINTMENT AVAILABLE</p>	<p>4</p>