

Monday	Tuesday	Wednesday	Thursday	Friday
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<p>10 a.m. — noon Employers of the Day - HMSHost - Doherty Staffing - Integrity Living Options - Atlas Staffing</p> <p>1:30 — 4 p.m. Adult Basic Education</p> <p>4</p>	<p>1:30 — 4 p.m. Adult Basic Education</p> <p>2 — 4 p.m. Essential Skills</p> <p>5</p>	<p>9 a.m. — 12:15 p.m. Creative Job Search, Part 1</p> <p>1:30 — 4 p.m. Adult Basic Education</p> <p>6</p>	<p>9 — 11:30 a.m. Career Exploration</p> <p>9 a.m. — 12:15 p.m. Creative Job Search, Part 2</p> <p>1:30 — 4 p.m. Adult Basic Education</p> <p>2 — 4 p.m. Resume Building</p> <p>7</p>	8
<p>9 — 10 a.m. Identify Career Pathways</p> <p>1:30 — 4 p.m. Adult Basic Education</p> <p>2 — 4 p.m. Employers of the Day - Award Staffing - International Paper - Mississippi Market - FedEx Ground</p> <p>11</p>	<p>10 a.m. — noon Women's Career Transition Group</p> <p>1:30 — 4 p.m. Adult Basic Education</p> <p>2 — 4 p.m. Mock Interviews</p> <p>12</p>	<p>9 a.m. — 4 p.m. Financial Literacy</p> <p>1:30 — 4 p.m. Adult Basic Education</p> <p>13</p>	<p>1:30 — 4 p.m. Adult Basic Education</p> <p>14</p>	15
<p>1:30 — 4 p.m. Adult Basic Education</p> <p>18</p>	<p>1:30 — 4 p.m. Adult Basic Education</p> <p>2 — 4 p.m. Essential Skills</p> <p>19</p>	<p>1:30 — 4 p.m. Adult Basic Education</p> <p>20</p>	<p>9 a.m. — noon StrengthsFinder</p> <p>2 — 4 p.m. Resume Building</p> <p>21</p>	23
<p>25</p> <p>Office Closed</p>	<p>10 a.m. — noon Women's Career Transition Group</p> <p>26</p>	<p>9 a.m. — 12:15 p.m. Creative Job Search, Part 1</p> <p>27</p>	<p>9 a.m. — 12:15 p.m. Creative Job Search, Part 2</p> <p>2 — 4 p.m. Resume Building</p> <p>28</p>	29

Adult Basic Education

Weekly, Monday — Thursday

No sessions: Dec. 21, 25, 26, 27, 28

1:30 — 4 p.m.

Want to improve your math, reading or other skills? Update your basic computer skills? Need to prep for a GED test or college entrance exam? Work with our adult education teacher to build success!

Career Exploration

Thursday, Dec. 7, 9 - 11:30 a.m.

Undecided about your next career? Let us help you define a new path. Assessments and exercises will be used to identify interests, values, and personality characteristics. Participants will use outcomes to evaluate career choices.

Creative Job Search (Part 1 & Part 2)

Part 1 - Wednesday, Dec. 6, Part 2 - Thursday, Dec. 7
9 a.m. — 12:15 p.m.

Part 1 - Wednesday, Dec 27, Part 2 - Thursday, Dec. 28
9 a.m. — 12:15 p.m.

This workshop covers the basics of a successful job search. Topics include preparing for a job search, resume strategies, networking, practice interviews and more.

Registration required

Employers of the Day

Monday, Dec. 4, 10 a.m. — noon

Monday, Dec. 11, 2 — 4 p.m.

This is your weekly opportunity to meet area employers in a relaxed networking environment. Bring your resume and your best first impression. (HMSHost, Doherty Staffing, Award Staffing, Mississippi Market, Integrity Living Options, Atlas Staffing, International Paper, Fed Ex Ground)

Essential Skills

Tuesdays, Dec. 5, 19, 2 — 4 p.m.

Wondering what employers are really looking for? Come and learn about skills that every employer wants.
Registration required

Financial Literacy

Wednesday, Dec. 13, 9 a.m. — 4 p.m.

Staying on a budget can be difficult, especially in between jobs. At this workshop, learn how to develop a budget, repair credit and increase your assets. Discussions will include budgeting, saving, credit and credit history.

Registration required

Identify Career Pathways

Monday, Dec. 11, 9 — 10 a.m.

During this one hour workshop, you will learn how to directly align your strength and interests to your employment goals. Come and join us in creating your individualized career pathway.

Registration required

Mock Interviews

Tuesday, Dec. 12, 2 — 4 p.m.

Find out what to expect in a job interview. Practice answering tough questions and get personalized feedback on your performance. Come prepared, as if you were attending a real interview.

Registration required

Resume Building

Thursdays, Dec. 7, 21, 28, 2 — 4 p.m.

This workshop will help create a resume which will best present your qualifications to prospective employers. This workshop discusses content and structure as well as cover and thank you letters.

Registration required

StrengthsFinder

Thursday, Dec. 21 9 a.m. — noon

In this workshop you will take the Clifton StrengthsFinder assessment to discover your top five strengths. You will learn how to identify and leverage your dominant talents into strengths for education and career planning.

Registration required

Women's Career Transition Group

Tuesdays, Dec. 12, 26, 10 a.m. — noon
(2nd and 4th Tuesdays)

Network with other women, create new contacts and develop solid support systems as you navigate your career transition and job search.

