

Monday	Tuesday	Wednesday	Thursday	Friday
	9 a.m. - 1 p.m. Computer Skills Training 1 1:30 - 4 p.m. Adult Education	9 a.m. - 1 p.m. Computer Skills Training 2 1:30 - 4 p.m. Adult Education	9 a.m. - 1 p.m. Computer Skills Training 3	4
1 - 3:30 p.m. Employers of the Day 7 1:30 - 4 p.m. Adult Education	9 a.m. - 1 p.m. Computer Skills Training 8 10 a.m. - noon Women's Career Transition Group 1:30 - 4 p.m. Adult Education	9 a.m. - 12:15 p.m. Creative Job Search, Part 1 9 9 a.m. - 1 p.m. Computer Skills Training 1:30 - 4 p.m. Adult Education	9 a.m. - 12:15 p.m. Creative Job Search, Part 2 10 9 a.m. - 1 p.m. Computer Skills Training	11
1 - 3:30 p.m. Employers of the Day 14 1:30 - 4 p.m. Adult Education	9 a.m. - 1 p.m. Computer Skills Training 15 1 - 3 p.m. Resume Building 1:30 - 4 p.m. Adult Education	9 - 11:30 a.m. Career Exploration 16 9 a.m. - 1 p.m. Computer Skills Training 1:30 - 4 p.m. Adult Education	9 a.m. - 1 p.m. Computer Skills Training 17	18
1 - 3:30 p.m. Employers of the Day 21 1:30 - 4 p.m. Adult Education 1 - 3 p.m. Building EQ for Job Success	9 a.m. - 1 p.m. Computer Skills Training 22 10 a.m. - noon Women's Career Transition Group 1 - 3 p.m. Mock Interviews 1:30 - 4 p.m. Adult Education	9 a.m. - noon StrengthsFinder 23 9 a.m. - 1 p.m. Computer Skills Training 9 a.m. - 12:15 p.m. Creative Job Search, Part 1 1:30 - 4 p.m. Adult Education	9 a.m. - 12:15 p.m. Creative Job Search, Part 2 24 9 a.m. - 1 p.m. Computer Skills Training	25
28 Memorial Day Offices Closed	9 a.m. - 1 p.m. Computer Skills Training 29 1:30 - 4 p.m. Adult Education	9 a.m. - 1 p.m. Computer Skills Training 30 1:30 - 4 p.m. Adult Education	9 a.m. - 1 p.m. Computer Skills Training 31	

Adult Education

Weekly, Monday - Wednesday 1:30 - 4 p.m.
May 28 - No classes

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!

Building EQ for Job Success

Monday, May 21, 1 - 3 p.m.

There are technical skills that can get you in the door and then there are skills that KEEP you in the job. Working well with others, written/verbal communication, problem solving, confidence, accepting feedback and creative thinking are just some of the topics that will be covered.

Registration required.

Career Exploration

Wednesday, May 16 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.

Registration required.

Computer Skills Training

Weekly, Tuesday - Thursday, 9 a.m. - 1 p.m.

Build basic computer skills including internet navigation, email usage, Microsoft Office and more. Just drop by and learn!

Creative Job Search (Part 1 & Part 2)

Part 1 - Wednesday, May 9, Part 2 - Thursday, May 10, 9 a.m. - 12:15 p.m.

Part 1 - Wednesday, May 23 Part 2 - Thursday, May 24, 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

Mondays, May 7, 14, 21, 28 1 - 3:30 p.m.
May 28 - No employers of the day

This is your weekly opportunity to meet area employers in a relaxed networking environment. Bring your resume and your best first impression.

Mock Interviews

Tuesday, May 22, 1 - 3 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

Tuesday, May 15, 1 - 3 p.m.

This workshop will help you create a resume that 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

Wednesday, May 23, 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, May 8, May 22, 10 a.m. - noon

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