

| Monday | | Tuesday | | Wednesday | | Thursday | | Friday | |
|--|--|---|---|-----------|--|----------|--|----------|-----------|
| | | | | | | | | 1 | |
| 9 a.m. - noon Computer Skills Training 4 1 - 3:30 p.m. Employers of the Day 1 - 2:30 p.m. Improve Your Typing Skills 1:30 - 4 p.m. Adult Education | 9 - 10 a.m. IT Job Club 5 9 a.m. - noon Computer Skills Training 1:30 - 4 p.m. Adult Education | 9 a.m. - noon Computer Skills Training 6 9 a.m. - 12:15 p.m. Creative Job Search, Part 1 1 - 2:30 p.m. Intro. to Google apps. 1:30 - 4 p.m. Adult Education | 9 a.m. - noon Computer Skills Training 7 9 a.m. - 12:15 p.m. Creative Job Search, Part 2 | | | | | | 8 |
| 9 a.m. - noon Computer Skills Training 11 1 - 3:30 p.m. Employers of the Day 1 - 2:30 p.m. Email Basics | 9 - 10 a.m. IT Job Club 12 9 a.m. - noon Computer Skills Training 10 a.m. - noon Women's Career Transition Group | 9 - 11:30 a.m. Career Exploration 13 9 a.m. - noon Computer Skills Training 1 - 2:30 p.m. Creating your LinkedIn Account | 9 a.m. - noon Computer Skills Training 14 | | | | | | 15 |
| 9 a.m. - noon Computer Skills Training 18 1 - 3:30 p.m. Employers of the Day 1 - 3 p.m. Building EQ for Job Success 1 - 2:30 p.m. Intro. to Google apps. | 9 - 10 a.m. IT Job Club 19 9 a.m. - noon Computer Skills Training 1 - 3 p.m. Resume Building | 9 a.m. - noon Computer Skills Training 20 9 a.m. - noon Strengthsfinder | 9 a.m. - noon Computer Skills Training 21 1 - 3 p.m. Mock Interviews | | | | | | 22 |
| 9 a.m. - noon Computer Skills Training 25 1 - 3:30 p.m. Employers of the Day 1 - 2:30 p.m. Creating your LinkedIn Account | 9 - 10 a.m. IT Job Club 26 9 a.m. - noon Computer Skills Training 10 a.m. - noon Women's Career Transition Group | 9 a.m. - noon Computer Skills Training 27 9 a.m. - 12:15 p.m. Creative Job Search, Part 1 1 - 2:30 p.m. Navigating Career One Stop | 9 a.m. - noon Computer Skills Training 28 9 a.m. - 12:15 p.m. Creative Job Search, Part 2 | | | | | | 29 |

Building EQ for Job Success

Monday, June 18, 1 - 3 p.m.

There are technical skills that can get you in the door and there are skills that keep you in the job. Topics covered in this class of emotional quotient: 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, June 13, 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, Monday - Thursday, 9 a.m. - noon

Build basic computer skills including internet navigation, email usage, Microsoft Office and more.

Creating your LinkedIn Account

Wednesday, June 13, 1 - 2:30 p.m.

Monday, June 25, 1 - 2:30 p.m.

LinkedIn is all about professional networking-that is, building a group of contacts to help advance your career. Learn how to create your own LinkedIn account.

Creative Job Search (Part 1 & Part 2)

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

Part 1 - Wednesday, June 27, Part 2 - Thursday, June 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.*

Email Basics

Monday, June 11, 1 - 2:30 p.m.

Email Basics will teach you the essentials of email and how to best organize your job search communications. *Registration required.*

Improve Your Typing Skills

Monday, June 4, 1 - 2:30 p.m.

This class will introduce you to an online program that will help you learn how to type if you're just starting out, or improve your speed and accuracy if you already have basic typing skills. *Registration required.*

Introduction to Google apps

Wednesday, June 6, 1 - 2:30 p.m.

Monday, June 18, 1 - 2:30 p.m.

You can do a lot with a Google account these days. In this course you will learn how to create an account and be introduced to the many features that Google has to offer including Google Docs, Gmail, Calendar. *Registration required.*

Mock Interviews

Thursday, June 21, 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.*

Navigating Career One Stop

Wednesday, June 27, 1 - 2:30 p.m.

CareerOneStop is the flagship career, training, and job search website for the U.S. Department of Labor. The website serves job seekers, businesses, students, and career advisors with a variety of free online tools, information and resources. *Registration required.*

Resume Building

Tuesday, June 19, 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.*



IT Job Club

Tuesdays, 9 - 10 a.m.

Visit and share resources and ideas with other Information Technology professionals. Whether you are new to the profession or have many years of experience, all are welcome. No registration required.