

Monday	Tuesday	Wednesday	Thursday	Friday
			9 a.m. - noon Microsoft Word: Advanced <b>1</b>  9:30 a.m. - noon Computer Skills Support  1 - 4 p.m. Microsoft PowerPoint: Advanced	<b>2</b>
9 a.m. - noon Career Exploration <b>5</b>  9:30 a.m. - noon Computer Skills Support  1 - 3:30 p.m. On-site Hiring Event	9:30 a.m. - noon Computer Skills Support <b>6</b>	9:30 a.m. - noon Computer Skills Support <b>7</b>  1 - 2:30 p.m. Intro. to Google Apps	9:30 a.m. - noon Computer Skills Support <b>8</b>	9 - 11:30 a.m. Interviewing Skills <b>9</b>  1 - 2 p.m. Improve Your Typing Skills
9:30 a.m. - noon Computer Skills Support <b>12</b>	9:30 a.m. - noon Computer Skills Support <b>13</b>  10 a.m. - noon Women's Career Transition Group	9:30 a.m. - noon Computer Skills Support <b>14</b>	9:30 a.m. - noon Computer Skills Support <b>15</b>	9 - 11:30 a.m. LinkedIn for Job Search <b>16</b>
9 a.m. - noon StrengthsFinder <b>19</b>  9:30 a.m. - noon Computer Skills Support	9:30 a.m. - noon Computer Skills Support <b>20</b>  1 - 3 p.m. Seasoned Job Seeker Roundtable	9:30 a.m. - noon Computer Skills Support <b>21</b>  1 - 2:30 p.m. Creating Your LinkedIn Account	9:30 a.m. - noon Computer Skills Support <b>22</b>	9 - 11:30 a.m. Resume Writing - Advanced <b>23</b>
9:30 a.m. - noon Computer Skills Support <b>26</b>	9:30 a.m. - noon Computer Skills Support <b>27</b>  10 a.m. - noon Women's Career Transition Group  1 - 4 p.m. Microsoft Word: Basic  1 - 4 p.m. MS Office Skills Training, Boot Camp (Day 1)	9 a.m. - 12:15 p.m. Creative Job Search Part 1 <b>28</b>  9:30 a.m. - noon Computer Skills Support  1 - 4 p.m. Microsoft Word: Intermediate  1 - 4 p.m. MS Office Skills Training, Boot Camp (Day 2)	9 a.m. - 12:15 p.m. Creative Job Search Part 2 <b>29</b>  9:30 a.m. - noon Computer Skills Support  1 - 4 p.m. Microsoft Word: Advanced  1 - 4 p.m. MS Office Skills Training, Boot Camp (Day 3)	<b>30</b>

## Career Exploration

[Monday, Aug. 5; 9 a.m. - noon](#)

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 Support

*Monday - Thursday; 9:30 a.m. - noon*

Are you a beginner or a seasoned user? Need to brush up on Microsoft Word, Excel or PowerPoint? New to the Internet or already tech savvy? Instruction available at all levels; go at your own pace with support from tutors. Drop in to meet our experienced teacher. *Registration not required.*

## Creating Your LinkedIn Account

[Wednesday, Aug. 21; 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. *Registration required.*

## Creative Job Search (Part 1 & Part 2)

[Part 1 - Wednesday, Aug. 28; 9 a.m. - 12:15 p.m.](#)

[Part 2 - Thursday, Aug. 29; 9 a.m. - 12:15 p.m.](#)

Two half-day workshops will cover the foundation of a successful job search. Topics include preparing for a job search, resume strategies, networking, practice interviews and more.

*Registration required.*

## Improve Your Typing Skills

[Friday, Aug. 9; 1 - 2 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.*

## Interviewing Skills

[Friday, Aug. 9; 9 - 11:30 a.m.](#)

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

*Registration required.*

## Introduction to Google Apps

[Wednesday, Aug. 7; 1 - 2:30 p.m.](#)

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

## LinkedIn for Job Search

[Friday, Aug. 16; 9 - 11:30 a.m.](#)

Use LinkedIn as a networking tool and enhance your job search! In this workshop, we demonstrate how to access the hidden job market, research employers and jobs, make the right connections and more. Taught by Job Service. *Registration required.*

## Microsoft Office Skills Training

*Dates and times listed on the August calendar.*

Build your Microsoft Word, PowerPoint and Excel skills to the advanced level. These workshops are suited for anyone who wants to improve their skills and master Microsoft Office. Take single classes or a three day series. *Registration required.*

## Resume Writing - Advanced

[Friday, Aug. 23; 9 - 11:30 a.m.](#)

Advanced strategies for writing and creating resumes. Learn best practices to get the most from your resume. Taught by Job Service. *Registration required.*

## Seasoned Job Seeker Roundtable

[Tuesday, Aug. 20; 1 - 3 p.m.](#)

Join us for tips on resumes, interviews and networking for older job seekers. Extensive interactions and roundtable discussions.

*Registration required.*

## StrengthsFinder

[Monday, Aug. 19; 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

[Tuesday, Aug. 13, 10 a.m. - noon](#)

[Tuesday, Aug. 27, 10 a.m. - noon](#)

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

*Registration is not required.*