

Monday		Tuesday		Wednesday		Thursday		Friday	
<b>Office Closed</b>	<b>2</b>	9 a.m. - noon Microsoft Word: Basics	<b>3</b>	9 a.m. - noon Microsoft Word: Intermediate	<b>4</b>	9 a.m. - noon Microsoft Word: Advanced	<b>5</b>		<b>6</b>
9 a.m. - noon Career Exploration	<b>9</b>	9 a.m. - noon Microsoft Excel: Basics  10 a.m. - noon Women's Career Transition Group	<b>10</b>	9 a.m. - noon Microsoft Excel: Intermediate	<b>11</b>	9 a.m. - noon Microsoft Excel: Advanced	<b>12</b>	9 - 11:30 a.m. Interviewing Skills	<b>13</b>
1 - 2:30 p.m. Internet Basics	<b>16</b>	9 a.m. - noon Microsoft PowerPoint: Basics  1 - 2:30 p.m. Introduction to Google Apps  1 - 3 p.m. Seasoned Job Seeker Roundtable	<b>17</b>	9 a.m. - noon Microsoft PowerPoint: Intermediate  1 - 2:30 p.m. Improve Your Typing Skills	<b>18</b>	9 a.m. - noon Microsoft PowerPoint: Advanced  1 - 2:30 p.m. Computer Basics	<b>19</b>	9 - 11:30 a.m. LinkedIn for Job Search	<b>20</b>
<b>CareerForce Launch Week - Special Activities</b>									
9 a.m. - noon StrengthsFinder  1 - 2:30 p.m. Creating your LinkedIn Account	<b>23</b>	10 a.m. - noon Women's Career Transition Group  1 - 2:30 p.m. Internet Basics	<b>24</b>	9 a.m. - 12:15 p.m. Creative Job Search Part 1  1 - 2:30 p.m. Intro. to Google Apps	<b>25</b>	9 a.m. - 12:15 p.m. Creative Job Search Part 2  1 - 2:30 p.m. Improve Your Typing Skills	<b>26</b>	9 - 11:30 a.m. Resume Writing - Advanced	<b>27</b>
1 - 2:30 p.m. Computer Basics	<b>30</b>								

## Career Exploration

[Monday, Sept. 9; 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 Basics

[Thursday, Sept. 19; 1 - 2:30 p.m.](#)

[Monday, Sept. 30; 1 - 2:30 p.m.](#)

Do you dread computers? Do you depend on your kids (or grandkids) to navigate your phone or your tablet? Are you looking to pick up just the basics, so you can be more independent online? Learn how to turn your computer on and off, work on building up our mouse skills and learn some simple navigation. Join us!

*Registration required.*

## Creating Your LinkedIn Account

[Monday, Sept. 23; 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, Sept. 25; 9 a.m. - 12:15 p.m.](#)

[Part 2 - Thursday, Sept. 26; 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

[Wednesday, Sept. 18; 1 - 2:30 p.m.](#)

[Thursday, Sept. 26; 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.*

## Internet Basics

[Monday, Sept. 16; 1 - 2:30 p.m.](#)

[Tuesday, Sept. 24; 1 - 2:30 p.m.](#)

Have you ever wondered what a browser is? Have you ever not applied for a good job because the application was online and you didn't have the skills or the confidence to apply? We're here to help. Join us for a friendly introduction to all things online.

*Registration required.*



## Interviewing Skills

[Friday, Sept. 13; 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

[Tuesday, Sept. 17; 1 - 2:30 p.m.](#)

[Wednesday, Sept. 25; 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, Sept. 20; 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 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, Sept. 27; 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, Sept. 17; 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, Sept. 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

[Tuesday, Sept. 10; 10 a.m. - noon](#)

[Tuesday, Sept. 24; 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.*