

# NOVEMBER 2009

**BROOKLYN WORKFORCE1 CAREER CENTER**  
 9 Bond Street, 5<sup>th</sup> Floor, Brooklyn, NY 11201  
**WORKSHOP CALENDAR**

For more information please stop by the Customer Service Desk or call 718-246-5219

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
<p><b>2</b></p> Orientation Session 8:30AM Orientation Session 12:30PM	<p><b>3</b></p> Orientation Session 8:30AM Orientation Session 12:30PM Orientation Session 5:00PM	<p><b>4</b></p> Orientation Session 8:30AM Orientation Session 12:30PM Orientation Session 5:00PM	<p><b>5</b></p> Orientation Session 8:30AM Department for the Aging Informational Session 9:30AM- 11:30AM Orientation Session 12:30PM Orientation Session 5:00PM	<p><b>6</b></p> VESID Informational Session 1PM- 2PM
<p><b>9</b></p> Orientation Session 8:30AM Orientation Session 12:30PM	<p><b>10</b></p> Orientation Session 8:30AM Orientation Session 12:30PM Orientation Session 5:00PM	<p><b>11</b></p> <p style="text-align: center;"><b>THE CENTER WILL BE CLOSED IN OBSERVANCE OF VETERAN'S DAY</b></p>	<p><b>12</b></p> Orientation Session 8:30AM Department for the Aging Informational Session 9:30AM- 11:30AM Orientation Session 12:30PM Orientation Session 5:00PM	<p><b>13</b></p>
<p><b>16</b></p> Orientation Session 8:30AM Orientation Session 12:30PM	<p><b>17</b></p> Orientation Session 8:30AM Orientation Session 12:30PM Orientation Session 5:00PM	<p><b>18</b></p> Orientation Session 8:30AM Orientation Session 12:30PM Orientation Session 5:00PM	<p><b>19</b></p> Orientation Session 8:30AM Department for the Aging Informational Session 9:30AM- 11:30AM Orientation Session 12:30PM Orientation Session 5:00PM	<p><b>20</b></p>
<p><b>23</b></p> Orientation Session 8:30AM Orientation Session 12:30PM	<p><b>24</b></p> Orientation Session 8:30AM Orientation Session 12:30PM Orientation Session 5:00PM	<p><b>25</b></p> Orientation Session 8:30AM Orientation Session 12:30PM Orientation Session 5:00PM	<p><b>26</b></p> <p style="text-align: center;"><b>THE CENTER WILL BE CLOSED IN OBSERVANCE OF THANKSGIVING DAY</b></p>	<p><b>27</b></p>
<p><b>30</b></p> Orientation Session 8:30AM Orientation Session 12:30P				

**The Brooklyn Workforce1 Career Center will be open from 10:00AM to 3:00PM on the following Saturdays: November 7 & November 21**

**We are also open on Tuesday, Wednesday, and Thursday from 8:30AM- 8:00PM**

*\*The Workshop Calendar is subject to change. Please contact the Career Center for most up-to-date schedule.\**

*An equal opportunity employer/program. Auxiliary aids and services are available upon request*

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<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
MS Word Level I By Appointment Only 9:30AM- 12:00PM Resume Basic By Appointment Only 10:00AM- 12:00PM MS Word Level II By Appointment Only 1:30PM- 4:00PM Revive Your Resume By Appointment Only 2:00PM- 4:00PM	MS Excel Level I By Appointment Only 9:30AM- 12:00PM Computer Skills Assessment By Appointment Only 10:00AM- 12:00PM MS Excel Level II By Appointment Only 1:30PM- 4:00PM Fundamentals of Job Applications By Appointment Only 2:00PM- 4:00PM	MS PowerPoint Level I By Appointment Only 9:30AM- 12:00PM Outlook Level I By Appointment Only 10:00AM- 12:00PM MS PowerPoint Level II By Appointment Only 1:30PM- 4:00PM Outlook Level II By Appointment Only 2:00PM- 4:00PM	MS Access Level I By Appointment Only 9:30AM- 12:00PM Introduction to Computers By Appointment Only 10:00AM- 12:00PM MS Access Level II By Appointment Only 1:30PM- 4:00PM Introduction to Internet By Appointment Only 2:00PM- 4:00PM	<b>Saturday</b> <b>7</b>
Customer Service Mindset Training By Appointment Only 9:30AM- 12:00PM MS Excel Level I By Appointment Only 9:30AM- 12:00PM MS Excel Level II By Appointment Only 1:30PM- 4:00PM Computer Skills Assessment By Appointment Only 2:00PM- 4:00PM	Customer Service Mindset Training By Appointment Only 9:30AM- 12:00PM MS PowerPoint Level I By Appointment Only 9:30AM- 12:00PM MS PowerPoint Level II By Appointment Only 1:30PM- 4:00PM E-Mail Basic By Appointment Only 1:00PM- 4:00PM	<b>11</b> <b>THE CAREER CENTER WILL BE CLOSED IN OBSERVANCE OF VETERAN'S DAY</b>	Customer Service Mindset Training By Appointment Only 9:30AM- 12:00PM MS Word Level I By Appointment Only 9:30AM- 12:00PM MS Word Level II By Appointment Only 1:30PM- 4:00PM Resume Basic By Appointment Only 2:00PM- 4:00PM	<b>13</b>
Customer Service Mindset Training By Appointment Only 9:30AM- 12:00PM Introduction to Computers By Appointment Only 10:00AM- 12:00PM Computer Skills Assessment By Appointment Only 2:00PM- 4:00PM	Customer Service Mindset Training By Appointment Only 9:30AM- 12:00PM Identifying Skills & Interviewing Techniques By Appointment Only 10:00AM- 12:00PM Introduction to Internet By Appointment Only 2:00PM- 4:00PM	Customer Service Mindset Training By Appointment Only 9:30AM- 12:00PM Confidence Building 10:00AM- 12:00PM Cover Letters That Work By Appointment Only 2:00PM- 4:00PM	Customer Service Mindset Training By Appointment Only 9:30AM- 12:00PM Planning Your Financial Future 10:00AM- 12:00PM Keyboarding Level I By Appointment Only 10:00AM- 12:00PM Keyboarding Level II By Appointment Only 2:00PM- 4:00PM	<b>20</b> <b>Saturday</b> <b>21</b>
MS PowerPoint Level I By Appointment Only 9:30AM- 12:00PM Employment Essentials By Appointment Only 10:00AM- 12:00PM MS PowerPoint Level II By Appointment Only 1:30PM- 4:00PM	MS Access Level I By Appointment Only 9:30AM- 12:00PM Keys To Success By Appointment Only 10:00AM- 12:00PM MS Access Level II By Appointment Only 1:30PM- 4:00PM	Computer Skills Assessment (Session#1) By Appointment Only 10:00AM- 12:00PM Computer Skills Assessment (Session#2) By Appointment Only 10:00AM- 12:00PM	<b>26</b> <b>THE CAREER CENTER IS CLOSED IN OBSERVANCE OF THANKSGIVING DAY</b>	<b>27</b>
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