

Calendar of Orientations & Events – NOVEMBER 2009

☼ → Open to walk-in first-time customers

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>2</p> <ul style="list-style-type: none"> ●9:15AM Business Certification (electronic resume required) ●9:30AM Career Day Morning Event (check-in 8:45-9:15AM) – Calendar of Events for details ☼ ●10:00AM Advance At Work Special Orientation (by appt) ●1:00PM Workforce1 Orientation (first come first served) ☼ ●1:00PM Job Corps Special Orientation (by appt) ●2:00PM Career Day Afternoon Event (check-in 1:30-2:00PM) – Calendar of Events for details ☼ 	<p>3</p> <ul style="list-style-type: none"> ●9:15AM Business Certification (electronic resume required) ●9:30AM Career Day Morning Event (check-in 8:45-9:15AM) – Calendar of Events for details ☼ ●10:00AM Workforce1 Orientation (first come first served) ☼ ●10:00AM Advance At Work Special Orientation (by appt) ●1:00PM Workforce1 Orientation (first come first served) ☼ ●2:00PM Career Day Afternoon Event (check-in 1:30-2:00PM) – Calendar of Events for details ☼ ●5:00PM HELP DESK ☼ ●5:15PM Resource Room PLUS – Staff Assisted 	<p>4</p> <ul style="list-style-type: none"> ●9:30AM Career Day Morning Event (check-in 8:45-9:15AM) – Calendar of Events for details ☼ ●11:00AM Supportive Orientation Services (by appt) ●1:00PM Workforce1 Orientation (first come first served) ☼ ●1:00PM Job Corps Special Orientation (by appt) ●2:00PM Career Day Afternoon Event (check-in 1:30-2:00PM) – Calendar of Events for details ☼ ●5:00PM HELP DESK ☼ ●5:15PM Resource Room PLUS – Staff Assisted ●5:30PM Workforce1 Orientation & Business Certification (check-in 5:15-5:30PM) ☼ 	<p>5</p> <ul style="list-style-type: none"> ●9:15AM Business Certification (electronic resume required) ●9:30AM Career Day Morning Event (check-in 8:45-9:15AM) – Calendar of Events for details ☼ ●10:00AM Workforce1 Orientation (first come first served) ☼ ●10:00AM Advance At Work Special Orientation (by appt) ●1:00PM Workforce1 Orientation (first come first served) ☼ ●2:00PM Career Day Afternoon Event (check-in 1:30-2:00PM) – Calendar of Events for details ☼ ●5:00PM HELP DESK ☼ ●5:15PM Resource Room PLUS – Staff Assisted 	<p>6</p> <ul style="list-style-type: none"> ●9:30AM Career Day Morning Event (check-in 8:45-9:15AM) – Calendar of Events for details ☼ ●10:00AM Workforce1 Orientation (first come first served) ☼ ●11:30AM Job Plus Special Orientation (by appt) ●1:00PM Job Corps Special Orientation (by appt) ●2:00PM Career Day Afternoon Event (check-in 1:30-2:00PM) – Calendar of Events for details ☼ 	<p>7</p> <ul style="list-style-type: none"> ●10:00AM HELP DESK ☼ ●10:00AM Resource Room PLUS – Staff Assisted ●10:15AM Business Certification (check-in 10:00-10:15AM)
<p>9</p> <ul style="list-style-type: none"> ●9:15AM Business Certification (electronic resume required) ●9:30AM Career Day Morning Event (check-in 8:45-9:15AM) – Calendar of Events for details ☼ ●10:00AM Advance At Work Special Orientation (by appt) ●1:00PM Workforce1 Orientation (first come first served) ☼ ●1:00PM Job Corps Special Orientation (by appt) ●2:00PM Career Day Afternoon Event (check-in 1:30-2:00PM) – Calendar of Events for details ☼ 	<p>10</p> <ul style="list-style-type: none"> ●9:30AM Career Day Morning Event (check-in 8:45-9:15AM) – Calendar of Events for details ☼ ●10:00AM Workforce1 Orientation (first come first served) ☼ ●10:00AM Advance At Work Special Orientation (by appt) ●1:00PM Workforce1 Orientation (first come first served) ☼ ●2:00PM Career Day Afternoon Event (check-in 1:30-2:00PM) – Calendar of Events for details ☼ ●5:00PM HELP DESK ☼ ●5:15PM Resource Room PLUS – Staff Assisted 	<p>11</p> <p style="text-align: center;">VETERAN'S DAY</p>	<p>12</p> <ul style="list-style-type: none"> ●9:15AM Business Certification (electronic resume required) ●9:30AM Career Day Morning Event (check-in 8:45-9:15AM) – Calendar of Events for details ☼ ●10:00AM Workforce1 Orientation (first come first served) ☼ ●10:00AM Advance At Work Special Orientation (by appt) ●1:00PM Workforce1 Orientation (first come first served) ☼ ●2:00PM Career Day Afternoon Event (check-in 1:30-2:00PM) – Calendar of Events for details ☼ ●5:00PM HELP DESK ☼ ●5:15PM Resource Room PLUS – Staff Assisted 	<p>13</p> <ul style="list-style-type: none"> ●9:30AM Career Day Morning Event (check-in 8:45-9:15AM) – Calendar of Events for details ☼ ●10:00AM Workforce1 Orientation (first come first served) ☼ ●11:30AM Job Plus Special Orientation (by appt) ●1:00PM Job Corps Special Orientation (by appt) ●2:00PM Career Day Afternoon Event (check-in 1:30-2:00PM) – Calendar of Events for details ☼ 	<p>14</p> <p style="text-align: center;">CENTER CLOSED</p>
<p>16</p> <ul style="list-style-type: none"> ●9:15AM Business Certification (electronic resume required) ●9:30AM Career Day Morning Event (check-in 8:45-9:15AM) – Calendar of Events for details ☼ ●10:00AM Advance At Work Special Orientation (by appt) ●1:00PM Workforce1 Orientation (first come first served) ☼ ●1:00PM Job Corps Special Orientation (by appt) ●2:00PM Career Day Afternoon Event (check-in 1:30-2:00PM) – Calendar of Events for details ☼ 	<p>17</p> <ul style="list-style-type: none"> ●9:15AM Business Certification (electronic resume required) ●9:30AM Career Day Morning Event (check-in 8:45-9:15AM) – Calendar of Events for details ☼ ●10:00AM Workforce1 Orientation (first come first served) ☼ ●10:00AM Advance At Work Special Orientation (by appt) ●1:00PM Workforce1 Orientation (first come first served) ☼ ●2:00PM Career Day Afternoon Event (check-in 1:30-2:00PM) – Calendar of Events for details ☼ ●5:00PM HELP DESK ☼ ●5:15PM Resource Room PLUS – Staff Assisted 	<p>18</p> <ul style="list-style-type: none"> ●9:30AM Career Day Morning Event (check-in 8:45-9:15AM) – Calendar of Events for details ☼ ●1:00PM Workforce1 Orientation (first come first served) ☼ ●1:00PM Job Corps Special Orientation (by appt) ●2:00PM Career Day Afternoon Event (check-in 1:30-2:00PM) – Calendar of Events for details ☼ ●5:00PM HELP DESK ☼ ●5:15PM Resource Room PLUS – Staff Assisted ●5:30PM Workforce1 Orientation & Business Certification (check-in 5:15-5:30PM) ☼ 	<p>19</p> <ul style="list-style-type: none"> ●9:15AM Business Certification (electronic resume required) ●9:30AM Career Day Morning Event (check-in 8:45-9:15AM) – Calendar of Events for details ☼ ●10:00AM Workforce1 Orientation (first come first served) ☼ ●10:00AM Advance At Work Special Orientation (by appt) ●1:00PM Workforce1 Orientation (first come first served) ☼ ●2:00PM Career Day Afternoon Event (check-in 1:30-2:00PM) – Calendar of Events for details ☼ ●5:00PM HELP DESK ☼ ●5:15PM Resource Room PLUS – Staff Assisted 	<p>20</p> <ul style="list-style-type: none"> ●9:30AM Career Day Morning Event (check-in 8:45-9:15AM) – Calendar of Events for details ☼ ●1:00PM Job Corps Special Orientation (by appt) 	<p>21</p> <ul style="list-style-type: none"> ●10:00AM HELP DESK ☼ ●10:00AM Resource Room PLUS – Staff Assisted ●10:15AM Business Certification (check-in 10:00-10:15AM)
<p>23</p> <ul style="list-style-type: none"> ●9:15AM Business Certification (electronic resume required) ●9:30AM Career Day Morning Event (check-in 8:45-9:15AM) – Calendar of Events for details ☼ ●10:00AM Advance At Work Special Orientation (by appt) ●1:00PM Workforce1 Orientation (first come first served) ☼ ●1:00PM Job Corps Special Orientation (by appt) ●2:00PM Career Day Afternoon Event (check-in 1:30-2:00PM) – Calendar of Events for details ☼ 	<p>24</p> <ul style="list-style-type: none"> ●9:15AM Business Certification (electronic resume required) ●9:30AM Career Day Morning Event (check-in 8:45-9:15AM) – Calendar of Events for details ☼ ●10:00AM Workforce1 Orientation (first come first served) ☼ ●10:00AM Advance At Work Special Orientation (by appt) ●1:00PM Workforce1 Orientation (first come first served) ☼ ●2:00PM Career Day Afternoon Event (check-in 1:30-2:00PM) – Calendar of Events for details ☼ ●5:00PM HELP DESK ☼ ●5:15PM Resource Room PLUS – Staff Assisted 	<p>25</p> <ul style="list-style-type: none"> ●9:30AM Career Day Morning Event (check-in 8:45-9:15AM) – Calendar of Events for details ☼ ●11:00AM Supportive Orientation Services (by appt) ●1:00PM Workforce1 Orientation (first come first served) ☼ ●1:00PM Job Corps Special Orientation (by appt) ●2:00PM Career Day Afternoon Event (check-in 1:30-2:00PM) – Calendar of Events for details ☼ ●5:00PM HELP DESK ☼ ●5:15PM Resource Room PLUS – Staff Assisted ●5:30PM Workforce1 Orientation & Business Certification (check-in 5:15-5:30PM) ☼ 	<p>26</p> <p style="text-align: center;">THANKSGIVING DAY</p>	<p>27</p> <ul style="list-style-type: none"> ●10:00AM Workforce1 Orientation (first come first served) ☼ ●1:00PM Job Corps Special Orientation (by appt) 	<p>28</p> <p style="text-align: center;">CENTER CLOSED</p>
<p>30</p> <ul style="list-style-type: none"> ●9:15AM Business Certification (electronic resume required) ●9:30AM Career Day Morning Event (check-in 8:45-9:15AM) – Calendar of Events for details ☼ ●1:00PM Workforce1 Orientation (first come first served) ☼ ●1:00PM Job Corps Special Orientation (by appt) ●2:00PM Career Day Afternoon Event (check-in 1:30-2:00PM) – Calendar of Events for details ☼ ●6:00PM Advance At Work Special Orientation (by appt) 					

Calendar of Workshops – NOVEMBER 2009

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>2</p> <ul style="list-style-type: none"> ●8:30AM Job Quest (by appt) ●10:30AM Advanced Resume Writing (by appt) ●10:30AM Career Strategies & Personal Growth ●11:30AM Microsoft Excel Training - Skill Level 2 (by appt) ●12:30PM Employment Training Seminar (by appt) ●12:30PM Email Power Hour ●2:00PM Training Technical Assistance ●2:30PM Interviewing Skills / Employment Essentials Part1 (by appt) ●3:00PM Advance At Work Part1: Career Strategies & Personal Growth (by appt) 	<p>3</p> <ul style="list-style-type: none"> ●8:30AM Job Quest (by appt) ●9:00AM Computer For Beginners Part1 (by appt) ●10:30AM Career Strategies & Personal Growth ●11:30AM Microsoft Excel Training - Skill Level 2 (by appt) ●12:30PM Employment Training Seminar (by appt) ●12:30PM Email Power Hour ●2:00PM Training Technical Assistance ●2:30PM Interviewing Skills / Employment Essentials Part2 (by appt) ●5:30PM Getting To Know Microsoft Office 2007 (by appt) ●5:30PM Basic Resume Writing Workshop (check-in 5:15-5:30PM) ●5:30PM Job Search Counseling / Job Matching (check-in 5:15-5:30PM) 	<p>4</p> <ul style="list-style-type: none"> ●8:30AM Job Quest (by appt) ●10:00AM Microsoft Excel Training - Skill Level 1 (by appt) ●10:30AM Career Strategies & Personal Growth ●12:30PM Email Power Hour ●2:00PM Ten Steps to Starting Your Own Small Business (by appt) ●2:30PM Basic Resume Writing ●3:00PM Advance At Work Part2: Advanced Resume Writing (by appt) 	<p>5</p> <ul style="list-style-type: none"> ●8:30AM Job Quest (by appt) ●10:00AM Microsoft Excel Training - Skill Level 1 (by appt) ●10:00AM Education Options for Career Success ●10:30AM Interviewing Skills / Employment Essentials Part1 (by appt) ●12:30PM Employment Training Seminar (by appt) ●12:30PM Email Power Hour ●2:00PM Training Technical Assistance ●2:30PM Advanced Resume Writing (by appt) ●5:30PM Training... Now What? Workshop (by appt) 	<p>6</p> <ul style="list-style-type: none"> ●8:30AM Job Quest (by appt) ●9:00AM Computer For Beginners Part2 (by appt) ●10:30AM Interviewing Skills / Employment Essentials Part2 (by appt) ●11:30AM Microsoft Certified Application Specialist – Word Preparation (by appt) ●12:30PM Email Power Hour ●2:30PM Microsoft Certified Application Specialist – Excel Preparation (by appt) 	<p>7</p> <ul style="list-style-type: none"> ●10:15AM Job Search Counseling / Job Matching (check-in 10:00-10:15AM) ●10:15AM Getting To Know Microsoft Office 2007 (check-in 4:45-5:00PM) ●12:15PM Employment Essentials Workshop (check-in 12:00-12:15PM)
<p>9</p> <ul style="list-style-type: none"> ●8:30AM Job Quest (by appt) ●10:30AM Advanced Resume Writing (by appt) ●10:30AM Career Strategies & Personal Growth ●11:30AM Microsoft Excel Training - Skill Level 2 (by appt) ●12:30PM Employment Training Seminar (by appt) ●12:30PM Email Power Hour ●2:00PM Training Technical Assistance ●2:30PM Interviewing Skills / Employment Essentials Part1 (by appt) ●3:00PM Advance At Work Part3: Using Email Effectively in the Job Search (by appt) 	<p>10</p> <ul style="list-style-type: none"> ●8:30AM Job Quest (by appt) ●9:00AM Computer For Beginners Part3 (by appt) ●11:30AM Microsoft Excel Training - Skill Level 2 (by appt) ●10:30AM Career Strategies & Personal Growth ●12:30PM Employment Training Seminar (by appt) ●12:30PM Email Power Hour ●2:30PM Interviewing Skills / Employment Essentials Part2 (by appt) ●5:30PM Getting To Know Microsoft Office 2007 (by appt) ●5:30PM Basic Resume Writing Workshop (check-in 5:15-5:30PM) ●5:30PM Job Search Counseling / Job Matching (check-in 5:15-5:30PM) 	<p>11</p> <p style="text-align: center;">VETERAN'S DAY</p>	<p>12</p> <ul style="list-style-type: none"> ●8:30AM Job Quest (by appt) ●10:00AM Microsoft Word Training - Skill Level 1 (by appt) ●10:00AM Education Options for Career Success ●10:30AM Interviewing Skills / Employment Essentials Part1 (by appt) ●12:30PM Employment Training Seminar (by appt) ●12:30PM Email Power Hour ●2:00PM Training Technical Assistance ●2:30PM Advanced Resume Writing (by appt) ●5:30PM Training... Now What? Workshop (by appt) 	<p>13</p> <ul style="list-style-type: none"> ●8:30AM Job Quest (by appt) ●9:00AM Computer For Beginners Part4 (by appt) ●10:00AM Microsoft Word Training - Skill Level 1 (by appt) ●10:30AM Interviewing Skills / Employment Essentials Part2 (by appt) ●12:30PM Email Power Hour ●3:00PM Advance At Work Part4: Using the Internet to Find the "Right" Job (by appt) 	<p>14</p> <p style="text-align: center;">CENTER CLOSED</p>
<p>16</p> <ul style="list-style-type: none"> ●8:30AM Job Quest (by appt) ●10:30AM Advanced Resume Writing (by appt) ●10:30AM Career Strategies & Personal Growth ●11:00AM Microsoft Word Training - Skill Level 2 (by appt) ●12:30PM Employment Training Seminar (by appt) ●12:30PM Email Power Hour ●2:00PM Training Technical Assistance ●2:30PM Interviewing Skills / Employment Essentials Part1 (by appt) 	<p>17</p> <ul style="list-style-type: none"> ●8:30AM Job Quest (by appt) ●9:00AM Computer For Beginners Part5 (by appt) ●10:30AM Career Strategies & Personal Growth ●11:00AM Microsoft Word Training - Skill Level 2 (by appt) ●11:00AM Retirement Plans Decisions (by pre-registration) ●12:30PM Employment Training Seminar (by appt) ●12:30PM Email Power Hour ●2:00PM Training Technical Assistance ●2:30PM Interviewing Skills / Employment Essentials Part2 (by appt) ●5:30PM Getting To Know Microsoft Office 2007 (by appt) ●5:30PM Basic Resume Writing Workshop (check-in 5:15-5:30PM) ●5:30PM Job Search Counseling / Job Matching (check-in 5:15-5:30PM) 	<p>18</p> <ul style="list-style-type: none"> ●8:30AM Job Quest (by appt) ●10:00AM Microsoft Word Training - Skill Level 1 (by appt) ●10:30AM Career Strategies & Personal Growth ●12:30PM Email Power Hour ●2:00PM Ten Steps to Starting Your Own Small Business (by appt) ●2:30PM Basic Resume Writing ●3:00PM Advance At Work Part5: Interviewing Skills 1&2 (by appt) 	<p>19</p> <ul style="list-style-type: none"> ●8:30AM Job Quest (by appt) ●10:00AM Microsoft Word Training - Skill Level 1 (by appt) ●10:00AM Education Options for Career Success ●10:30AM Interviewing Skills / Employment Essentials Part1 (by appt) ●12:30PM Employment Training Seminar (by appt) ●12:30PM Email Power Hour ●2:00PM Training Technical Assistance ●2:30PM Advanced Resume Writing (by appt) ●5:30PM Training... Now What? Workshop (by appt) 	<p>20</p> <ul style="list-style-type: none"> ●8:30AM Job Quest (by appt) ●9:00AM Computer For Beginners Part6 (by appt) ●10:30AM Interviewing Skills / Employment Essentials Part2 (by appt) ●11:30AM Microsoft Certified Application Specialist – Word Preparation (by appt) ●12:30PM Email Power Hour ●2:30PM Microsoft Certified Application Specialist – Excel Preparation (by appt) 	<p>21</p> <ul style="list-style-type: none"> ●10:15AM Job Search Counseling / Job Matching (check-in 10:00-10:15AM) ●10:15AM Getting To Know Microsoft Office 2007 (check-in 4:45-5:00PM) ●12:15PM Employment Essentials Workshop (check-in 12:00-12:15PM)
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