


**STATEN ISLAND WORKFORCE ONE**  
 60 BAY STREET  
 STATEN ISLAND, NY 10301  
 TELEPHONE (718) 285-8388

**WORKFORCE 1**

November 2009

The Resource Room Daily Hours 9:00 AM – 5:00 PM  
 Tuesday, Wednesday, Thursday 9:00 AM – 8:00 PM  
 Orientation Monday - Thursday 8:45 AM – 11:30 AM And

CENTER OPEN EVERY 1<sup>ST</sup> & 3<sup>RD</sup> SATURDAY OF MONTH FROM 10:00 AM -3:00 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p><b>AM</b> 9:00 – 2:00 9:30 – 12:00</p> <p><b>PM</b> 1:00 – 2:00 1:00 – 2:00 1:30 – 4:00 3:00 – 5:00</p> <p>2 Food Stamp Pre - Screening EXCEL- Intermediate – Day 1</p> <p>ITG Intro Retail Recruitment WORD – Intermediate Day 2 Resume Workshop</p>	<p><b>AM</b> 9:30 – 12:00</p> <p><b>PM</b> 1:30 – 4:00 6:00 – 7:00</p> <p>3 EXCEL- Intermediate – Day 2</p> <p>WORD – Intermediate Day 2</p> <p>ITG Intro</p>	<p><b>AM</b> 9:30 – 12:00 10:00 – 2:00</p> <p><b>PM</b> 1:00 – 2:30 1:30 – 4:00 3:00 – 4:00</p> <p>4 Advance Excel Partners In Care</p> <p>Resume Lab Advance Word ITG Tech</p>	<p><b>AM</b> 9:30 – 12:00 9:00 – 1:00</p> <p><b>PM</b> 1:00 – 3:00 1:30 – 3:00</p> <p>5 COMPUTER BASICS &amp; TYPING AHRC Recruitment</p> <p>Interview Skills JOB SEARCHING on the INTERNET</p>	<p><b>AM</b> 9:30 – 12:00 11:00 – 12:00</p> <p><b>PM</b> 1:30 – 4:00</p> <p>6 POWERPOINT – Intermediate CBO Orientation</p> <p>MS OUTLOOK- Introduction</p>
<p><b>AM</b> 9:00 – 2:00 9:30 – 12:00</p> <p><b>PM</b> 1:00 – 2:00 1:00 – 2:00 1:30 – 4:00 3:00 – 5:00</p> <p>9 Food Stamp Pre - Screening EXCEL – Introduction Day 1</p> <p>ITG Intro Healthcare Recruitment WORD – Introduction Day 1 Resume Workshop</p>	<p><b>AM</b> 9:30 – 12:00 10:00 2:00</p> <p><b>PM</b> 1:00 – 2:00 1:30 – 4:00 6:00 – 7:00</p> <p>10 EXCEL – Introduction Day 2 Partners In Care</p> <p>Restaurant/Food Recruitment WORD – Introduction Day 2 ITG Intro</p>	<p>11 Veterans Day Closed</p>	<p><b>AM</b> 9:30 – 4:00 10:00 – 12:00 10:00 1:00</p> <p><b>PM</b> 1:00 – 3:00</p> <p>12 ACCESS – Introduction Day Advance Resume NYCHA</p> <p>Interview Skills</p>	<p><b>AM</b> 9:30 – 12:00 11:00 – 12:00</p> <p><b>PM</b> 1:30 – 4:00</p> <p>13 POWERPOINT – Introduction Day 1 CBO Orientation</p> <p>MS OUTLOOK- Intermediate</p>
<p><b>AM</b> 9:00 – 2:00 9:30 – 12:00</p> <p><b>PM</b> 1:00 – 2:00 1:30 – 4:00 3:00 – 5:00</p> <p>16 Food Stamp Pre - Screening EXCEL- Intermediate – Day 1</p> <p>ITG Intro WORD – Intermediate Day 2 Resume Workshop</p>	<p><b>AM</b> 9:00 – 10:00 9:30 – 12:00</p> <p><b>PM</b> 1:00 – 4:00 1:30 – 4:00 6:00 – 7:00</p> <p>17 Retail Recruitment EXCEL- Intermediate – Day 2</p> <p>Prudential Recruitment WORD – Intermediate Day 2 ITG Intro</p>	<p><b>AM</b> 9:00 – 10:00 9:30 – 12:00 10:00 – 2:00</p> <p><b>PM</b> 1:00 – 2:30 1:30 – 4:00 2:00 – 3:30 3:00 – 4:00</p> <p>18 Security Recruitment ACCESS – Intermediate Day 1 Partners In Care</p> <p>Resume Lab Advance Excel SBA Workshop ITG Tech</p>	<p><b>AM</b> 9:30 – 12:00</p> <p><b>PM</b> 1:00 – 2:30 1:30 – 4:00</p> <p>19 ACCESS – Intermediate 2</p> <p>Interview Skills Advance Acces</p>	<p><b>AM</b> 9:30 – 12:00</p> <p><b>PM</b> 11:00 – 12:00</p> <p>20 POWERPOINT – Introduction Day 2 CBO Orientation</p>
<p><b>AM</b> 9:00 – 2:00 9:30 – 12:00</p> <p><b>PM</b> 1:00 – 2:00 1:30 – 4:00 3:00 – 5:00</p> <p>23 Food Stamp Pre - Screening EXCEL – Introduction Day 1</p> <p>ITG Intro WORD – Introduction Day 1 Resume Workshop</p>	<p><b>AM</b> 9:00 – 10:00 9:30 – 12:00</p> <p><b>PM</b> 1:30 – 4:00 6:00 – 7:00</p> <p>24 Social Services Recruitment EXCEL – Introduction Day 2</p> <p>WORD – Introduction Day 2 ITG Intro</p>	<p><b>AM</b> 9:30 – 12:00 10:00 – 2:00</p> <p><b>PM</b> 1:00 – 2:30 1:30 – 3:00 3:00 – 4:00</p> <p>25 Advance Word Partners In Care</p> <p>Resume Lab COMPUTER BASICS &amp; TYPING ITG Tech</p>	<p>26 Thanksgiving Day Closed</p> 	<p><b>AM</b> 9:30 – 12:00 11:00 – 12:00</p> <p>27 POWERPOINT – Intermediate CBO Orientation</p>
<p><b>AM</b> 9:00 – 2:00 9:30 – 12:00</p> <p><b>PM</b> 1:00 – 2:00 1:30 – 4:00 3:00 – 5:00</p> <p>30 Food Stamp Pre - Screening EXCEL- Intermediate – Day 1</p> <p>ITG Intro WORD – Intermediate Day 1 Resume Workshop</p>				

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TUESDAY	WEDNESDAY	THURSDAY	SATURDAY
3 PM 5:30 - 7:30 EXCEL - Introduction Day 1	4 PM 5:30 - 7:30 EXCEL - Introduction Day 2	5 PM 5:30 - 7:30 EXCEL - Intermediate	7 PM 10: AM - 3:00 WORD- Introduction
10 PM 5:30 - 7:30 WORD- Introduction Day 1	11 PM 5:30 - 7:30 WORD- Introduction Day 2	12 PM 5:30 - 7:30 WORD- Intermediate	14
17 PM 5:30 - 7:30 EXCEL - Introduction Day 1	18 PM 5:30 - 7:30 EXCEL - Introduction Day 2	19 PM 5:30 - 7:30 EXCEL - Intermediate	21 AM 10:00 AM - 3:00 PM EXCEL - Introduction
24 PM 5:30 - 7:30 WORD- Introduction Day 1	25 PM 5:30 - 7:30 WORD- Introduction Day 2	26 28 <p style="text-align: center;"><b><u>Thanksgiving</u></b> <b><u>Closed</u></b></p>	28