

NOVEMBER 2009

*Resume Required
 You must HAVE your SWIPE CARD AND PROGRESS PLAN for ALL workshops.
 *NOTE: GED Assessment is a prerequisite for the GED workshops, clients MUST be Registered and Assessed prior to enrollment of these workshops.

Monday		Tuesday		Wednesday		Thursday		Friday	
2		3		4		5		6	
<p>9:00AM – 1:00PM GED 9:00AM – 11:00AM Resume in a Competitive Marketplace 10:00AM – 12:45pm ITG Return 11:00AM – 1:00PM Intro to Training Requirements 2:00PM – 4:00PM Reinventing Yourself In A Competitive Marketplace</p>	<p>9:00AM – 10:00AM Basic Resume Lab 10:00AM – 12:45PM ITG Return 2:00PM – 5:00PM Job & ITG Research Lab (Appt Only)</p>	<p>9:00AM – 1:00PM GED 10:00AM – 12:45pm ITG Return 2:00PM – 4:00PM Intro to Career Development** 2:00PM – 4:00PM Interviewing Skills</p>	<p>9:00AM – 10:00AM Basic Resume Lab 10:00AM – 12:45PM ITG Return 2:00PM – 5:00PM Job & ITG Research Lab (Appt Only)</p>	<p>9:00AM – 1:00PM GED 9:00AM – 11:00AM Resume in a Competitive Marketplace 9:00AM – 11:00AM Intro to Training Requirements 2:00PM – 4:00PM Intro to Career Development** 2:00PM – 4:00PM Interviewing Skills</p>	<p>9:00AM – 10:00AM Internet Job Readiness Lab 10:00AM – 11:00AM Basic Resume Lab 11:00AM – 1:00PM Resume & ITG Research Lab (invitation only) 2:00PM – 5:00PM Job & ITG Research Lab (Appt Only)</p>	<p>10:00AM – 12:45pm ITG Return 12:30PM – 1:30PM Specialize Mock Interview (Appt. Only) 12:30PM – 1:50PM Financial Workshop - walk-in 2:00PM – 4:00PM Intro to Career Development** 2:00PM – 4:00PM Resume in a Competitive Marketplace</p>	<p>9:00AM – 10:00AM Basic Resume Lab 10:00AM – 12:45PM ITG Return 2:00PM – 5:00PM Job & ITG Research Lab (Appt Only)</p>	<p>9:00AM – 11:00AM GED (pre-screening) 9:00am – 11:00am Training... Now What</p>	<p>11:00AM – 1:00PM Computer Skills Assessment (Appt Only)</p>
9		10		11		12		13	
<p>9:00AM – 1:00PM GED 9:00AM – 11:00AM Resume in a Competitive Marketplace 10:00AM – 12:45pm ITG Return 11:00AM – 1:00PM Intro to Training Requirements 2:00PM – 4:00PM Reinventing Yourself In A Competitive Marketplace</p>	<p>9:00AM – 10:00AM Basic Resume Lab 10:00AM – 12:45PM ITG Return 2:00PM – 5:00PM Job & ITG Research Lab (Appt Only)</p>	<p>9:00AM – 1:00PM GED 10:00AM – 12:45pm ITG Return 2:00PM – 4:00PM Intro to Career Development** 2:00PM – 4:00PM Interviewing Skills</p>	<p>9:00AM – 10:00AM Basic Resume Lab 10:00AM – 12:45PM ITG Return 2:00PM – 5:00PM Job & ITG Research Lab (Appt Only)</p>	<p>9:00AM – 1:00PM GED 9:00AM – 11:00AM Resume in a Competitive Marketplace 9:00AM – 11:00AM Intro to Training Requirements 2:00PM – 4:00PM Intro to Career Development** 2:00PM – 4:00PM Interviewing Skills</p>	<p>9:00AM – 10:00AM Internet Job Readiness Lab 10:00AM – 11:00AM Basic Resume Lab 11:00AM – 1:00PM Resume & ITG Research Lab (invitation only) 2:00PM – 5:00PM Job & ITG Research Lab (Appt Only)</p>	<p>9:00AM – 1:00PM GED 10:00AM – 12:45pm ITG Return 12:30PM – 1:30PM Specialize Mock Interview (Appt. Only) 12:30PM – 1:50PM Financial Workshop - walk-in 2:00PM – 4:00PM Intro to Career Development** 2:00PM – 4:00PM Resume in a Competitive Marketplace</p>	<p>9:00AM – 10:00AM Basic Resume Lab 10:00AM – 12:45PM ITG Return 2:00PM – 5:00PM Job & ITG Research Lab (Appt Only)</p>	<p>9:00AM – 12:00NOON GED (pre-screening) 9:00am – 11:00am Training... Now What</p>	<p>11:00AM – 1:00PM Computer Skills Assessment (Appt Only)</p>
16		17		18		19		20	
<p>9:00AM – 1:00PM GED 9:00AM – 11:00AM Resume in a Competitive Marketplace 10:00AM – 12:45pm ITG Return 11:00AM – 1:00PM Intro to Training Requirements 2:00PM – 4:00PM Reinventing Yourself In A Competitive Marketplace</p>	<p>9:00AM – 10:00AM Basic Resume Lab 10:00AM – 12:45PM ITG Return 2:00PM – 5:00PM Job & ITG Research Lab (Appt Only)</p>	<p>9:00AM – 1:00PM GED 10:00AM – 12:45pm ITG Return 2:00PM – 4:00PM Intro to Career Development** 2:00PM – 4:00PM Interviewing Skills</p>	<p>9:00AM – 10:00AM Basic Resume Lab 10:00AM – 12:45PM ITG Return 2:00PM – 5:00PM Job & ITG Research Lab (Appt Only)</p>	<p>9:00AM – 1:00PM GED 9:00AM – 11:00AM Resume in a Competitive Marketplace 9:00AM – 11:00AM Intro to Training Requirements 2:00PM – 4:00PM Intro to Career Development** 2:00PM – 4:00PM Interviewing Skills</p>	<p>9:00AM – 10:00AM Internet Job Readiness Lab 10:00AM – 11:00AM Basic Resume Lab 11:00AM – 1:00PM Resume & ITG Research Lab (invitation only) 2:00PM – 5:00PM Job & ITG Research Lab (Appt Only)</p>	<p>9:00AM – 1:00PM GED 10:00AM – 12:45pm ITG Return 12:30PM – 1:30PM Specialize Mock Interview (Appt. Only) 12:30PM – 1:50PM Financial Workshop - walk-in 2:00PM – 4:00PM Intro to Career Development** 2:00PM – 4:00PM Resume in a Competitive Marketplace</p>	<p>9:00AM – 10:00AM Basic Resume Lab 10:00AM – 12:45PM ITG Return 2:00PM – 5:00PM Job & ITG Research Lab (Appt Only)</p>	<p>9:00AM – 12:00NOON GED (pre-screening) 9:00am – 11:00am Training... Now What</p>	<p>11:00AM – 1:00PM Computer Skills Assessment (Appt Only)</p>
23		24		25		26		27	
<p>9:00AM – 1:00PM GED 9:00AM – 11:00AM Resume in a Competitive Marketplace 10:00AM – 12:45pm ITG Return 11:00AM – 1:00PM Intro to Training Requirements 2:00PM – 4:00PM Reinventing Yourself In A Competitive Marketplace</p>	<p>9:00AM – 10:00AM Basic Resume Lab 10:00AM – 12:45PM ITG Return 2:00PM – 5:00PM Job & ITG Research Lab (Appt Only)</p>	<p>9:00AM – 1:00PM GED 10:00AM – 12:45pm ITG Return 2:00PM – 4:00PM Intro to Career Development** 2:00PM – 4:00PM Interviewing Skills</p>	<p>9:00AM – 10:00AM Basic Resume Lab 10:00AM – 12:45PM ITG Return 2:00PM – 5:00PM Job & ITG Research Lab (Appt Only)</p>	<p>9:00AM – 1:00PM GED 9:00AM – 11:00AM Resume in a Competitive Marketplace 9:00AM – 11:00AM Intro to Training Requirements 2:00PM – 4:00PM Intro to Career Development** 2:00PM – 4:00PM Interviewing Skills</p>	<p>9:00AM – 10:00AM Internet Job Readiness Lab 10:00AM – 11:00AM Basic Resume Lab 11:00AM – 1:00PM Resume & ITG Research Lab (invitation only) 2:00PM – 5:00PM Job & ITG Research Lab (Appt Only)</p>	CLOSED THANKSGIVING		CLOSED	
30									
<p>9:00AM – 1:00PM GED 9:00AM – 11:00AM Resume in a Competitive Marketplace 10:00AM – 12:45pm ITG Return 11:00AM – 1:00PM Intro to Training Requirements 2:00PM – 4:00PM Reinventing Yourself In A Competitive Marketplace</p>	<p>9:00AM – 10:00AM Basic Resume Lab 10:00AM – 12:45PM ITG Return 2:00PM – 5:00PM Job & ITG Research Lab (Appt Only)</p>								

EXTENDED HOURS - NOVEMBER 2009

*Resume Required
 You must HAVE your SWIPE CARD AND PROGRESS PLAN for ALL workshops.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4	5	6	7
	4:30PM – 7:30PM *Recruitment & Placement 6:00 PM – 7:30 PM Reinventing Yourself 5:00PM – 8:00PM GED	4:30PM – 7:30PM *Recruitment & Placement 6:00PM – 7:30PM Introduction to Training Requirements 6:00PM – 8:00PM Career Advancement Workshop 6:00 PM – 7:30 PM *Interviewing Skills 5:00PM – 8:00PM GED	4:30PM – 7:30PM *Recruitment & Placement 5:00PM – 7:00PM Introduction to Training Requirements 6:00 PM – 8:00 PM *Mock Interviews: (by appt) 7:00 PM – 8:00 PM ITG Return (appt only) 5:00PM – 8:00PM GED		10:00 am – 2:00 PM ITG Return (appt only) 10:00 am – 12:00 PM Introduction to Training Requirements: 12:00noon – 2:00PM *Introduction to Recruitment & Placement 12:00noon – 2:00 PM *Interviewing Skills 1:00 PM – 2:30 PM Internet Job Search
9	10	11	12	13	14
	4:30PM – 7:30PM *Recruitment & Placement 6:00 PM – 7:30 PM Reinventing Yourself 5:00PM – 8:00PM GED	4:30PM – 7:30PM *Recruitment & Placement 6:00PM – 7:30PM Introduction to Training Requirements 6:00PM – 8:00PM Career Advancement Workshop 6:00 PM – 7:30 PM *Interviewing Skills 5:00PM – 8:00PM GED	4:30PM – 7:30PM *Recruitment & Placement 5:00PM – 7:00PM Introduction to Training Requirements 6:00 PM – 8:00 PM *Mock Interviews: (by appt) 7:00 PM – 8:00 PM ITG Return (appt only) 5:00PM – 8:00PM GED		
16	17	18	19	20	21
	4:30PM – 7:30PM *Recruitment & Placement 6:00 PM – 7:30 PM Reinventing Yourself 5:00PM – 8:00PM GED	4:30PM – 7:30PM *Recruitment & Placement 6:00PM – 8:00PM Career Advancement Workshop 6:00 PM – 7:30 PM Basic Resume Lab 6:00PM – 7:30PM Introduction to Training Requirements 5:00PM – 8:00PM GED	4:30PM – 7:30PM *Recruitment & Placement 5:00PM – 7:00PM Introduction to Training Requirements 6:00 PM – 8:00 PM *Mock Interviews: (by appt) 7:00 PM – 8:00 PM ITG Return (appt only) 5:00PM – 8:00PM GED		10:00 am – 2:00 PM ITG Return (appt only) 10:00 am – 12:00 PM Introduction to Training Requirements: 12:00noon – 2:00PM *Introduction to Recruitment & Placement 12:00noon – 2:00 PM *Interviewing Skills 1:00 PM – 2:30 PM Internet Job Search
19	20	21	22	23	24
	4:30PM – 7:30PM *Recruitment & Placement 6:00 PM – 7:30 PM Reinventing Yourself 5:00PM – 8:00PM GED	4:30PM – 7:30PM *Recruitment & Placement 6:00PM – 7:30PM Introduction to Training Requirements 6:00PM – 8:00PM Career Advancement Workshop 6:00 PM – 7:30 PM *Interviewing Skills 5:00PM – 8:00PM GED	4:30PM – 7:30PM *Recruitment & Placement 5:00PM – 7:00PM Introduction to Training Requirements 6:00 PM – 8:00 PM *Mock Interviews: (by appt) 7:00 PM – 8:00 PM ITG Return (appt only) 5:00PM – 8:00PM GED		
23	24	25	26	27	28
	4:30PM – 7:30PM *Recruitment & Placement 6:00 PM – 7:30 PM Reinventing Yourself 5:00PM – 8:00PM GED	4:30PM – 7:30PM *Recruitment & Placement 6:00PM – 7:30PM Introduction to Training Requirements 6:00PM – 8:00PM Career Advancement Workshop 6:00 PM – 7:30 PM *Interviewing Skills 5:00PM – 8:00PM GED	<p style="text-align: center;">CLOSED THANKSGIVING</p>		