

Monday	Tuesday	Wednesday	Thursday	Friday
<p><u>Learning Lab</u></p> <p>Monday-9 am-4:30 pm Tuesday-9 am-12 pm</p>		<p>1</p> <p>Basic Computers-11 am</p> <p>First Impressions-1:30 pm Customizing Your Resume-2:45 pm</p>	<p>2</p> <p>Hidden Job Club-9 am Customizing Your Resume-10:15 am</p> <p>Application Tips-1:30 pm Cover & Thank You Letters-2:30 pm</p>	<p>3</p> <p>Mock Interviews-8:45 am</p> <p>Work Habits-3:15 pm</p>
<p>6</p> <p>Mock Interviews-1:30 pm Work Habits-2:45 pm</p>	<p>7</p> <p>Veterans Network-8:30 am Hidden Job Club-9 am</p> <p>Job Search Tips-1:30 pm Job Interview Preparation-2:30 pm</p>	<p>8</p> <p>Customizing Your Resume-2:30 pm</p>	<p>9</p> <p>Hidden Job Club-9 am Basic Word—9 am</p> <p>Customizing Your Resume-10:15 am</p>	<p>10</p> <p>Basic Word—9 am</p> <p>First Impressions-3:15 pm</p>
<p>13</p> <p>Basic Computer 9 am Resume Review-10:30 am</p> <p>Work Habits-2 pm</p>	<p>14</p> <p>Veterans Network-8:30 am Gateway Info-9 am Hidden Job Club-9 am</p> <p>Customizing Your Resume-10:15 am</p> <p>Job Interview Preparation-1:30 pm Mock Interviews-3 pm Youth Info-4 pm</p>	<p>15</p> <p>Job Search in a Day-9 am</p> <p>Basic Computer-1:30 pm Resume Writing-3 pm</p>	<p>16</p> <p>Hidden Job Club-9 am Customizing Your Resume-10:15 am</p> <p>First Impressions-1:15 pm Cover & Thank You Letters-2:30 pm</p>	<p>17</p> <p>Job Search Tips-9 am</p> <p>Job Interview Preparation 3:15 pm</p>
<p>20</p> <p>President's Day HOLIDAY</p>	<p>21</p> <p>Veterans Network-8:30 am Hidden Job Club-9 am</p> <p>Customizing Your Resume-10:15 am</p> <p>Typing Certification-1:30 pm</p>	<p>22</p> <p>Job Search in a Day-9 am</p> <p>Resume Review-3:30 pm</p>	<p>23</p> <p>Intermediate Word-9 am Hidden Job Club-9 am</p> <p>Application Tips-1:30 pm Cover & Thank You Letters-2:30 pm</p>	<p>24</p> <p>Intermediate Word-9 am Application Tips-10 am</p>
<p>27</p> <p>Basic Computer-9 am Mock Interviews-10:30 am</p> <p>Resume Writing-2 pm</p>	<p>28</p> <p>Veterans Network-8:30 am Hidden Job Club-9 am Sears-10 am</p> <p>Customizing Your Resume-10:15 am</p> <p>Job Search Tips-1:30 pm Gateway Info-2 pm Work Habits-2:30 pm</p>	<p>29</p> <p>Resume Review-9 am First Impressions-10:30 am</p> <p>Basic Computer-1:30 pm Resume Writing-3 pm YEOP-4 pm</p>		<p>Color Codes</p> <ul style="list-style-type: none"> • Employer Recruitment • Partner on Site • Pre-registration • Workshops • Job Club

*For all workshops-please arrive 10 min. early. No children allowed in the workshops or trainings. Late arrivals will not be accepted

Equal Opportunity Employer / Program.

Auxiliary aids and services are available upon advance request to individuals with disabilities.

TDD Relay # 1-800-735-2922

DESCRIPTIONS

Career Mapping Sessions: Drop in or Sign-up in advance

Application Tips: This session focuses on how to produce an error-free and quality employment application to impress the employer.

Basic Computer: This session is the gateway to your resume, cover and thank you letters, and beyond. Learn about Microsoft Word and how Word will work for you.

Cover & Thank You Letters: As an integral and powerful step of the hiring process, you can be one of the few who impress the employer with these letters.

Customizing Your Resume: Learn techniques on how to tailor your resume.

First Impressions: Learn the importance of making a good first impression not only with what you wear, but through your actions.

Job Interview Preparation: Interview preparation practices and techniques, and suggestions on how to answer interview questions.

Job Search in a Day: This session covers the basics in job search information-a “must attend” for the new job seeker as well as the seasoned veteran.

Job Search Tips: Discover tips to guide and stimulate your job search.

Mock Interviews: Here’s an opportunity to practice your answers to common interview questions, before you walk into a real interview!

Resume Review: Bring your resume in for a professional evaluation.

Resume Writing: A discussion of highly effective practices and methods for writing a description of your work history, accomplishments, education, training and skills.

Work Habits: Every employer has certain expectations of its employees - learn how you can be successful in meeting those expectations.

SEC Partner Agencies On-Site

Department of Rehabilitation: Counseling, training, and placement for persons with disabilities who qualify for DOR services.

Experience Works: Provides job search assistance to persons 55 or older.

NAVIGATOR AVAILABLE

Please ask the Front Desk

Navigators are available to answer your job search questions.

Pre-Registration: Sign-up in advance required

Youth Info: Provides general information about the Workforce Investment Board’s programs; the services provided by the WIB, and the youth program eligibility requirements.

Gateway Info: Provides general information about the Workforce Investment Board’s programs; the services provided by the WIB, and the program eligibility requirements.

Basic Word: This instruction will help participants learn simple word-processing concepts to help be more efficient and create more professional looking documents. Call (707) 863-3547 to register.

Intermediate Word: This class is designed for those who have solid experience using Microsoft Word. Call (707) 863-3547 to register.

Typing Certification: 5 minute timed test and Typing Certification. Please call (707) 863-3547 to register.

Job Clubs: Drop In

Veterans Network: Join other Veterans for job search networking.

Networking Job Club: Networking - Job Leads - Job Search. Available to the public