


January Workshop Schedule - Rolla



January 6, 13, 20, 27 Wednesday	<u>Resumé Preparation</u> Learn what goes into a resume and how to customize to fit you.	9:00 – 10:45
Work with Career Center Staff to schedule	<u>Resume/Interview</u> Receive one-on-one assistance with completing a resume (should have existing resume or have completed Resume Preparation workshop above) OR preparing and practicing for an upcoming interview (mock interview)	1 Hour Increments during afternoons
January 7 Thursday	<u>Job Seeking Skills:</u> Applications, Job Search, Networking	9:00 – 10:15
January 7 Thursday	<u>Job Search for the Experienced Worker:</u> Job Search for those over 50. Learn how to overcome age discrimination.	10:30 – 11:45
January 6, 13, 20, 27 Wednesday	<u>Interviewing Skills:</u> Understanding interview question approaches	11:00 – 12:15
January 4 Monday	<u>Teamwork: Workplace Readiness</u> Essential Basic Principles and Processes of TeamWork in the workplace	9:00 – 11:00
January 11 Monday	<u>Business & Interpersonal Communications: Workplace Readiness</u> Essential Communications to succeed in the workplace	9:00 – 11:00
January 25 Monday	<u>Self Management: Workplace Readiness</u> Essential personal discipline and management skills that lead to job retention	9:00 – 11:00
January 14 Thursday	<u>Employer Expectations: Workplace Readiness</u> Meeting employer expectations for job success and job retention	9:00 – 11:00
January 14 Thursday	<u>Job Performance Factors: Workplace Readiness</u> Job Performance factors and how they influence career success	9:00 – 11:00
January 14, 28 Thursday	<u>Personal Finance & Budgeting</u> Understand household financial management. Create household budgets and get finances back under control	11:00 – 12:30
January 15 Friday	<u>Missouri Department of Corrections Officer Examination</u> Video, Reading & Counting Examination	1:00 – 3:00
January 8, 15, 22, 29 Friday	<u>WorkKeys Test for the National Career Readiness Certificate (NCRC) Lab and/or Tutoring</u> Add a credential to your portfolio that matters to employers Prove that you have Math, Reading and Locating Information Skills 	NATIONAL CAREER READINESS CERTIFICATE™
January 21 Thursday	<u>Job Search for Ex-Offender Workshop</u> Job and Career Resources for those with past legal issues, including communicating background, Federal Bonding & Work Opportunity Tax Credit	9:00 – 11:30
Computer Workshops		
January 7, 21 Monday	<u>1st Time Computer Orientation & Skills Assessment</u> Basic computer instruction and orientation to computer classes	1:00 - 2:00
January 14, 28 Monday	<u>Introduction to Email and the Internet</u> Creating an email address and basic skills with the Internet	1:00 - 2:00
January 7, 21 Monday	<u>Microsoft Windows 7 Basic</u> Windows 7 environment; Files, folders and libraries & managing content	2:00 - 4:00
January 14, 28 Monday	<u>Internet Job Seeking: Networking, Online Apps & Applicant Tracking Systems</u> Online Applications and attaching resumes to applications and emails Applicant Tracking Systems - How to get noticed online!; Networking	2:00 – 3:30
January 1, 8	<u>Microsoft Word 1</u> The Word environment, navigation and selection, editing and more	9:00 - 12:00
January 8 Tuesday	<u>Microsoft Word 2 (must have completed Word 1)</u> Tables & Formatting, Mail Merge, Forms, Tables of Contents, and more.	1:00 - 4:00
January 15, 22 Tuesday	<u>Microsoft Excel 1</u> The Excel environment, entering and editing data, Modifying a worksheet, using functions, formatting worksheets	9:00 – 12:00
January 22 Tuesday	<u>Microsoft Excel 2 (Must have completed Excel 1)</u> 3D Formulas, Sorting, Filtering, Outlining, Advanced functions	1:00 – 4:00

706 S Bishop, Rolla, MO 65401 – (573) 364-7030 ext: 129

Missouri Job Center is an equal opportunity employer/program operator. Auxiliary aides and services are available upon request to assist individuals with disabilities. Missouri Relay Services: TTY 711.

~January 2015 ~

Mon	Tue	Wed	Thu	Fri
<p>4 9:00 – Teamwork - Workplace Readiness 1:00 - 1st Time Computer 2:00 - Microsoft Win 7</p>	<p>5 9:00 – Microsoft Word 1 1:00 - Resume Lab/Interview 2:00 - Resume Lab/Interview 3:00 - Resume Lab/Interview</p>	<p>6 9:00 - Resume Preparation 11:00 – Interviewing Skills 1:00 - Resume Lab/Interview 2:00 - Resume Lab/Interview 3:00 - Resume Lab/Interview</p>	<p>7 9:00 –Job Seeking Skills 10:30 - Job Search for the Experienced Worker 1:00 - Resume Lab/Interview 2:00 - Resume Lab/Interview 3:00 - Resume Lab/Interview</p>	<p>8 8:30 – WorkKeys 1:00 - Resume Lab/Interview 2:00 - Resume Lab/Interview 3:00 - Resume Lab/Interview</p>
<p>11 9:00 – Business & Interpersonal Communications - Workplace Readiness 1:00 – Introduction to Email and the Internet 2:00 – Internet Job Seeking: Networking, Online Applications & Applicant Tracking Systems</p>	<p>12 9:00 – Microsoft Word 1 1:00 – Microsoft Word 2</p>	<p>13 9:00 - Resume Preparation 11:00 – Interviewing Skills 1:00 - Resume Lab/Interview 2:00 - Resume Lab/Interview 3:00 - Resume Lab/Interview</p>	<p>14 9:00 – Employer Expectations – Workplace Readiness 11:00 - Personal Finance & Budgeting 1:00 - Resume Lab/Interview 2:00 - Resume Lab/Interview 3:00 - Resume Lab/Interview</p>	<p>15 8:30 – WorkKeys 1:00 – Corrections Officer Exam</p>
<p>18 Holiday</p>	<p>19 9:00 – Microsoft Excel 1 1:00 - Resume Lab/Interview 2:00 - Resume Lab/Interview 3:00 - Resume Lab/Interview</p>	<p>20 9:00 - Resume Preparation 11:00 – Interviewing Skills 1:00 - Resume Lab/Interview 2:00 - Resume Lab/Interview 3:00 - Resume Lab/Interview</p>	<p>21 9:00 - Job Search for Ex-Offenders 1:00 - Resume Lab/Interview 2:00 - Resume Lab/Interview 3:00 - Resume Lab/Interview</p>	<p>22 8:30 – WorkKeys 1:00 - Resume Lab/Interview 2:00 - Resume Lab/Interview 3:00 - Resume Lab/Interview</p>
<p>25 9:00 – Self Management - Workplace Readiness 1:00 - 1st Time Computer 2:00 - Microsoft Win 7</p>	<p>26 9:00 – Microsoft Excel 1 1:00 – Microsoft Excel 2</p>	<p>27 9:00 - Resume Preparation 11:00 – Interviewing Skills 1:00 - Resume Lab/Interview 2:00 - Resume Lab/Interview 3:00 - Resume Lab/Interview</p>	<p>28 9:00 – Job Performance Factors – Workplace Readiness 11:00 - Personal Finance & Budgeting 1:00 - Resume Lab/Interview 2:00 - Resume Lab/Interview 3:00 - Resume Lab/Interview</p>	<p>29 8:30 – WorkKeys 1:00 - Resume Lab/Interview 2:00 - Resume Lab/Interview 3:00 - Resume Lab/Interview</p>

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