



# July 2017

Missouri Job Center  
 800 Cherry, Lower level  
 Columbia, MO 65201  
 PH: (573) 441-6361  
 FAX: (573) 884-5055

| Sun | Mon  | Tue  | Wed  | Thu  | Fri   | Sat |
|-----|--|--|--|--|---|-----|
|     |  |  |  |  |   | 1   |
| 2   | 3 9:00 Resume Preparation (Michael)<br>11:00 Career Success (Robin)              | 4 <b>CLOSED</b><br> | 5 1:30 Microsoft Certifications Course   | 6 <u>Open at 9:00</u><br>1:00 NCRC Testing                                 | 7 9:00 NCRC Testing<br>1:00 Computer Skills Lab                                 | 8   |
| 9   | 10 9:00 Basic Computer (Nichelle)<br>11:00 Career Exploration (Terrie Ann)       | 11 1:30 Microsoft Certifications Course  | 12 1:30 Microsoft Certifications Course  | 13 <u>Open at 9:00</u><br>8:00 Intro to Manufacturing<br>1:00 NCRC Testing | 14 8:00 Intro to Manufacturing<br>9:00 NCRC Testing<br>1:00 Computer Skills Lab | 15  |
| 16  | 17 9:00 Conducting a Job Search (Nichelle)<br>11:00 Resume Preparation (Michael) | 18 1:30 Microsoft Certifications Course  | 19 1:30 Microsoft Certifications Course<br><br>1:00 Take Control of Your Finances (MU extension) | 20 <u>Open at 9:00</u><br>1:00 NCRC Testing                                | 21 9:00 NCRC Testing<br><br>1:00 Computer Skills Lab                            | 22  |
| 23  | 24 9:00 On-Line Applications<br>11:00 The Cover Letter (Dan)                     | 25 1:30 Microsoft Certifications Course  | 26 1:30 Microsoft Certifications Course  | 27 <u>Open at 9:00</u><br>1:00 NCRC Testing                                | 28 9:00 NCRC Testing<br>1:00 Computer Skills Lab                                | 29  |
| 30  | 31 9:00 The Interview (Dan)<br>11:00 Career Networking                           |  |  |  |   |     |

Workshops Descriptions (see reverse side)

**Career Exploration** (Monday 7/10 11:00 – 12:00 AM)

IT IS ALL ABOUT YOU!! Access your knowledge, skills, and personal interests to finding the job that best fits you. FIND THAT REWARDING CAREER!!

**Career Networking** (Monday 7/31 11:00 – 12:00 PM)

Learn the benefits of “networking”. These interpersonal resources could lead to a new job! Develop a plan to present yourself.

**Basic Computers** (Monday 7/10 9:00 – 10:00 AM)

Does a computer intimidate you? Do not let that happen, we will show you the beginning stages of learning a computer! Browsing, the mouse, E-Mail, and so much more!

**Resume Preparation** (Monday 7/3 9:00 – 10:00 and 7/17 11:00 – 12:00 AM)

Let us help you with your resume! Employers look at resumes’ and say “YES” or “NO” instantly. Let us help you go to the ..... “YES PILE”!!

**The Interview** (Monday 7/31 9:00 – 10:00 PM)

Let us help you sell your skills to an employer! Make yourself shine so you can hear.....”YOU GOT THE JOB!”

**Career Success** (Monday 7/3 9:00 –10:00)

Now that you have the job, need pointers on how to keep it? Learn how to meet employer expectations. Get the secrets to positive communication. Adjust to your workplace environment.

**Conducting a Job Search** (Monday 7/17 9:00 – 10:00 AM)

There are a lot of job openings out there, but you need to know how to find them. This class will show you different avenues to research to help find that job you desire.

**On-Line Applications** (Monday 7/24 9:00 – 10:00 PM)

In this workshop we will cover aspects of completing an application on line, as well as formatting your resume and attaching your resume to an on-line application. We will also review the rules to completing an on-line application, creating documents to assist the process, and tips on how to make the process easier.

**The Cover Letter** (Monday 7/24 11:00 - -12:00)

This is your opportunity to sell yourself and make sure your resume is reviewed and you are offered the interview that you so rightfully deserve.

**Take Control of Your Finances** (Wednesday 7/19 1:00 to 3:00 PM)

Free workshop for those facing unemployment or are underemployed. Its focus is to help attendees reduce stress, keep control of family finances and understand options for health insurance. Program is given by a University of Missouri Extension Financial Education Specialist and offers information on budgeting, strategies and helpful handouts. Those registered for the class may also schedule an Individual financial counseling appointment held before or after program

**NCRC Testing** (Thursdays 1:00-4:30 and Fridays 9:00-12:30)

Businesses want qualified applicants...and a National Career Readiness Certificate is one way to show you are ready to get back to work! Call us (882-8821) to schedule your test and obtain a Bronze, Silver, Gold or Platinum certificate. **There are currently 111 employers in Boone County that recognize the NCRC: so getting yours will help you stand out amongst the crowd!!**

**Computer Skills Lab** (Fridays from 1-4:00)

This is your opportunity to sit down at a computer and work on your skills. Do you need time to learn or fine tune your Microsoft Word, Excel or other Office applications? Would you like to work on your typing or data entry skills? This is the opportunity for you!!

**MICROSOFT CERTIFICATION COURSE** (Tuesday and Wednesday from 1:30 - 3:30)

This Computer Concepts training course offers participants basic computer concepts and **industry-recognized certifications in Microsoft Keyboarding, Office, Word and Excel, the National Career Readiness certification, and a Certificate of Completion from State Tech.** This is a 32 hour training course. Space is limited!!

**INTRODUCTION TO MANUFACTURING** (Thursday 7/13 and Friday 7/14 from 8:00 – 5:00 LUNCH IS PROVIDED)

This 2day course thru Missouri Enterprise helps prepare individuals for work in the Manufacturing field. The Curriculum includes Lean Overview, blueprint reading, measuring, teamwork, communication and more. Lunch is provided.