


# July Workshop Schedule - Rolla

July 5, 10, 17, 26	<b>Resumé Preparation</b> Learn what goes into a resume and how to customize to fit you.	9:00 – 10:45
Work with Career Center Staff to schedule	<b>Resume/Interview</b> Receive one-on-one assistance with completing a resume <b>OR</b> Prepare and practicing for an upcoming interview (mock interview).	1 Hour Increments during afternoons
July 3, 24, 31 Monday	<b>Internet Job Seeking: Networking, Online Apps &amp; Applicant Tracking Systems</b> Best Internet Job Seeking sites and job banks. Online Applications. Attaching resumes to applications and emails. How to get noticed online; Networking.	10:30 – 11:45
July 3, 24, 31 Monday	<b>Customizing Resumes for Online Applications:</b> Hands on instruction and practice with editing and targeting resumes and application information to match specific jobs. This is a <b>CRITICAL SKILL</b> for job seekers who complete online applications and/or attach resumes to applications and job sites!	9:00 – 10:30
July 6, 13 Thursday	<b>Job Seeking Skills:</b> Job seeking has changed. Learn how to get the job you really want.	9:00 – 10:15
July 27 Thursday	<b>Job Search for the Experienced Worker:</b> Job Search for those over 50. Learn how to overcome age discrimination.	9:00 – 10:30
July 5, 10, 17, 26	<b>Interviewing Skills:</b> Prepare for the Interview. Understanding interview question approaches.	10:30 – 12:00
July 6, 13, 27 Thursday	<b>Personal Finance &amp; Budgeting</b> Understand household financial management. Create household budgets and get finances back under control.	10:30 – 12:00
July 12 - Salem Community Center July 19 - Rolla Probation & Parole	<b>REJOBS Re-Entry Job Success</b> 1-Day Workshop replacing 3-Day Ex-Offender Workshop. Job Seeking and Career Resources for those needing to overcome employer reluctance & help with communicating an arrest or offense in a positive manner.	9:00 – 12:00 & 1:00 - 4:00
July 14 Friday	<b>Missouri Department of Corrections Officer Examination</b> Video, Reading & Counting Examination	1:00 – 3:00
July 7, 14, 28 Friday 8:30 a.m.	<b>WorkKeys Test for the National Career Readiness Certificate (NCRC) Lab and/or Tutoring</b> Add a credential to your portfolio that matters to employers. Prove that you have Math, Reading and Locating Information Skills.	 NATIONAL CAREER READINESS CERTIFICATE™
July 12 Wednesday	<b>Working! &amp; Go For It! University of Missouri Extension Workshops (Youth Only)</b> Want to get ahead at work? What do employers expect in today's work world? How can you improve employment success? Learn to transfer your personal strengths to the workplace. Do you find yourself moving from crisis to crisis? Do you have problems setting goals because a crisis always arises? Identify things really important to you and learn how to set goals.	1:00 - 2:30 & 2:30 - 4:00
July 19 Wednesday	<b>Balancing Responsibilities! University of Missouri Extension Workshop (Open to All)</b> Too much to do? What are the causes for lack of balance in your life? Learn strategies and solutions to put balance back in your life.	1:00 - 2:30
<b>Computer Workshops</b>		
July 3, 17, 31 Monday	<b>1st Time Computer Orientation &amp; Skills Assessment</b> Basic computer instruction and orientation to computer classes	1:00 - 2:00
July 10, 24	<b>Introduction to Email and the Internet</b> Creating an email address and basic skills with the Internet	9:00 – 10:30
July 3, 17, 31 Monday	<b>Microsoft Windows 7 Basic</b> Windows 7 environment; Files, folders and libraries & managing content	2:00 - 4:00
July 4, 11 Tuesday	<b>Microsoft Word 1</b> The Word environment, navigation and selection, editing and more	9:00 - 12:00
July 11 Tuesday	<b>Microsoft Word 2 (must have completed Word 1)</b> Tables & Formatting, Mail Merge, Forms, Tables of Contents, and more.	1:00 – 4:00
July 18, 25 Tuesday	<b>Microsoft Excel 1</b> The Excel environment, entering and editing data, modifying a worksheet, using simple functions, and formatting worksheets.	9:00 – 12:00
July 25 Tuesday	<b>Microsoft Excel 2 (Must have completed Excel 1)</b> 3D Formulas, Sorting, Filtering, Outlining, Advanced functions	1:00 – 4:00

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

All workshop scheduled times are subject to change. You will be notified as soon as possible if this becomes necessary.

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.

Customers should answer "NO" to the question regarding school or training when filing weekly certification for Unemployment Insurance because of attending one or more of the above workshops. The workshops are considered a Re-Employment Service, not school or training. If you answer "yes" to that question, it will cause an interruption in UI benefits.