






November 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 10:00 Resume Preparation (Michael) 1:00 Computer Lab & Typing Tests	2 <u>Open at 9:00</u> Intro to Manufacturing 1:00 NCRC Testing	3 Intro to Manufacturing 9:00 NCRC Testing	4
5 Day-Light Savings	6	7 9:00 Basic Computer (Nichelle) 11:00 The Interview (Dan)	8 10:00 Career Success (Robin) 1:00 Computer Lab & Typing Tests	9 <u>Open at 9:00</u> Voc Rehab Here 1:00 NCRC Testing	10 CLOSED Veterans Day	
12	13	14 9:00 Conducting a Job Search (Nichelle) 11:00 Resume Preparation (Lisa)	15 10:00 Career Networking (Sara) 1:00 Computer Lab & Typing Tests	16 <u>Open at 9:00</u> 1:00 NCRC Testing	17 9:00 NCRC Testing	18
19	20	21 9:00 The Cover Letter (Dan) 11:00 Problems with On-Line Applications (Michael)	22 10:00 On-Line Applications (Sara) Voc Rehab Here 1:00 Computer Lab & Typing Tests	23 CLOSED HAPPY Thanksgiving	24 9:00 NCRC Testing	25
26	27	28 9:00 Career Exploration (Terrie Ann) 11:00 Job Search for the Experienced Worker	29 WALK IN WEDNESDAY 1:00 Computer Lab & Typing Tests	30 <u>Open at 9:00</u> 1:00 NCRC Testing	 Happy Thanksgiving	

Workshops Descriptions (see reverse side)

Career Exploration (Tuesday 11/28 9:00 – 10:00 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 (Wednesday 11/15 10:00 – 11:00)

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

Basic Computers (Tuesday 11/7 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 (Wednesday 11/1 10:00-11:00 and Tuesday 11/14 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 (Tuesday 11/7 11:00 – 12:00 PM)

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

Career Success (Wednesday 11/8 10:00 –11:00)

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 (Tuesday 11/14 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 (Wednesday 11/22 10:00 – 11:00)

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 (Tuesday 11/21 9:00 - -10:00)

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.

Introduction to Manufacturing (Thursday and Friday 11/2-11/3 8:00 to 5:00-LUNCH 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.

Problem with On-Line Applications (Tuesday 11/21 11:00 - 12:00 PM)

Are you tired of submitting your resume and/or job application and not hearing anything back? This workshop will show you why and help you combat many issues you may not even be aware of. **This workshop will help get your resume and application past the computers and in front of human eyes!!**

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 Lab & Typing Test (Wednesdays 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!! The TYPING TEST is also offered with certificates given upon completion.