

# January Workshop Schedule-Rolla

January 3, 17, 31 Wednesday	<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 (should have existing resume or have completed Resume Preparation workshop above) <b>OR</b> Prepare and practicing for an upcoming interview (mock interview).	1 Hour Increments during afternoons
January 8, 29 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
January 8, 29 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 completing online job applications!	9:00 – 10:30
Jan 10, 24 Wednesday	<b>Job Seeking Skills:</b> Job seeking has changed considerably in the last few years. Learn how to get the job you really want.	9:00 – 10:15
January 22 Monday	<b>Job Search for the Experienced Worker:</b> Job Search for those over 50. Learn how to overcome age discrimination.	10:30 – 12:00
January 3, 17, 31 Wednesday	<b>Interviewing Skills:</b> Prepare for the Interview. Understanding interview question approaches.	10:30 – 12:00
January 10, 24 Wednesday	<b>Personal Finance &amp; Budgeting</b> Understand household financial management. Create household budgets and get finances back under control.	10:30 – 12:00
January 12 Friday	<b>Missouri Department of Corrections Officer Examination</b> Video, Reading & Counting Examination	1:00 – 3:00
January 18 Thursday P&P Office in Rolla	<b>REJOBS Reentry Job Success</b> Career Paths for Re-Entering Job Seekers, Letter of Explanation / Communicating Your Background, Completed Resume, Interviewing Practice, Work Opportunity Tax Credit, Training & Education Resources, Federal Bonding Program, Criminal Background Information, Identified Jobs That Match Your Interests and Work Values	9:00am – 4:00pm
January 5, 12, 19 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
<b>Computer Workshops</b>		
January 8, 22 Monday	<b>1st Time Computer Orientation &amp; Skills Assessment</b> Basic computer instruction and orientation to computer classes. Workshop has been extended to 2 hours to include Email and other Online Topics	1:00 – 3:00
<b>Rolla:</b> Mon. Jan 8, 22 <b>Salem:</b> Thu. Jan 11	<b>Microsoft Windows Basic</b> Windows 7 environment; Files, folders and libraries & managing content	<b>Rolla:</b> 2:00 – 4:00 <b>Salem:</b> 1:00 – 3:30
January 2, 9 Tuesday	<b>Microsoft Word 1</b> The Word environment, navigation and selection, editing and more	9:00 - 12:00
January 9 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
<b>Rolla:</b> Tue. Jan 16, 30 <b>Salem:</b> Jan 11	<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
January 30 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 scheduled workshop times are subject to change. All workshops are held at the Rolla Job Center unless indicated otherwise.

**REJOBS is held at Probation & Parole in Rolla. Salem workshops are held at the Salem Community Center Affiliate Site.**

**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.**