






February 2018

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 <u>Open at 9:00</u> 1:00 NCRC Testing	2 9:00 NCRC Testing	3
4	5 	6 9:00 Basic Computer (Nichelle) 11:00 Resume Preparation (Michael)	7 10:00 On-Line Applications (Sara) 1:00 Computer Lab & Typing Tests	8 <u>Open at 9:00</u> 1:00 NCRC Testing	9 GROUND HOG DAY 	10
11	12 Lincoln's B-day CLOSED	13 9:00 Conducting a Job Search (Nichelle) 11:00 Career Success (Robin)	14 10:00 Career Networking (Sara) Voc Rehab Here 1:00 Take Control of Your Finances (MU Extension)	15 <u>Open at 9:00</u> 1:00 NCRC Testing	16 9:00 NCRC Testing	17
18	19 Washington's B-day CLOSED	20 9:00 The Cover Letter (Dan) 11:00 Resume Preparation (Michael)	21 10:00 When Creditors are Predators (Mid-MO Legal) 1:00 Computer Lab & Typing Tests	22 <u>Open at 9:00</u> 1:00 NCRC Testing	23 9:00 NCRC Testing	24
25	26 	27 9:00 The Interview (Dan) 11:00 Career Exploration (Terrie Ann)	28 WALK IN WEDNESDAY Voc Rehab Here 1:00 Orientation to Voc Rehab Services (S. Starke-VR)			

Workshops Descriptions (see reverse side)

Career Exploration (Tuesday 2/27 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 (Wednesday 2/14 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 2/6 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 (Tuesday 2/6 and 2/20 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 2/27 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 (Tuesday 2/13 11:00 –12:00)

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 2/13 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 2/7 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 2/20 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.

Orientation to Voc Rehab Services (Wednesday 2/28 1:00 - -2:00)

Starla Starke, from Vocational Rehabilitation, will be here to outline the services they provide and answer your questions.

When Credits Become Predators (Wednesday 2/21 10:00-12:00)

Mid-Mo Legal Services will be here to educate you on your rights if you are having financial troubles. For instance did you know that debt collectors generally cannot call after 9:00pm; and; you can send a letter to collectors asking them to stop contacting you, and generally speaking, they must stop.

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 over 110 employers in Boone County that recognize the NCRC: so getting yours will help you stand out amongst the crowd!!**

Take Control of Your Finances (Wednesday 2/14 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

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.