

May 2017 Sessions, Seminars and Classes

COMPUTER SKILLS ASSESSMENTS *must* be given to ALL clients prior to the LAB STAFF SCHEDULING of computer skills training sessions.

Monday	Tuesday	Wednesday	Thursday	Friday	SESSION LOCATIONS:
Pathways Orientation 1 10:00 – 11:00 am Build a More Effective Resume (Information Session) 1:00 – 3:00 pm	Basic Computer 2 Part 1: 9:00 – 11:00 am Ask the Experts: 11 am – 12 pm Remediation: 1:00 – 5:00 pm	Work Keys 3 9:00 am – 1: 30 pm Intermediate Computer 10:00 am – 12:30 pm Special Projects: 1:00 – 5:00 pm	*ADVANCED/PROFESSIONAL SERIES 4 #1 Online Applications: 9:00 am – 12:00 pm Basic Computer Part 2: 9:00 – 11:00 am FOLLOW-UP: Build a More Effective Resume 11am – 1pm	Job Seeking Skills 5 (Computer Session) 9:00 – 11:00 am Training Orientation: 10 am – 12 pm Basic Computer Skills Review 11:00 am – 1:00 pm	<p>JOBS COMPUTER LAB</p> <ul style="list-style-type: none"> Basic Computer 1, 2/Mousing/Skills Review/Ask the Experts Follow-up for Build/Resume Intermediate Computer Intro to the Internet, Work Keys Job Seeking Skills, Special Projects Remediation AEL Orientation <p>ARCH CONFERENCE ROOM</p> <ul style="list-style-type: none"> Build a More Effective Resume Interview Skills Basics of Customer Service <p>COURTHOUSE OR FOREST PARK CONFERENCE ROOMS</p> <ul style="list-style-type: none"> Online Applications (F. Alaniz) Employer/Employee Interaction (F. Alaniz) Social Media (F. Alaniz) Advanced Internet Search Strategies (F. Alaniz) Training Orientations <p style="text-align: center;">*****</p> <p style="text-align: center;">ALL events <u>must</u> be scheduled! See the Skills Team!</p> <p style="text-align: center;">Computer Skills <u>must</u> be assessed for appropriate scheduling</p> <p style="text-align: center;">*****</p> <p style="text-align: center;">Sunday, May 14th!</p>
Pathways Orientation 8 10:00 – 11:00 am Build a More Effective Resume (Information Session) 10:00 am – 12:00 pm	AEL Orientation 9 8:00 am – 12:00 pm Basic Computer Part 1: 9:00 – 11:00 am Interview Skills: 1:00 – 3:30 pm	Work Keys 10 9:00 am – 1: 30 pm Basics of Customer Service 10:00 am – 12:00 pm Intermediate Computer 2:00 – 4:30 pm	*ADVANCED/PROFESSIONAL SERIES 11 #2Employer/Employee Interaction: 9:00 am – 12:00 pm Basic Computer Part 2: 9:00 – 11:00 am FOLLOW-UP: Build a More Effective Resume 11am – 1pm Remediation: 1:00 – 5:00 pm	Introduction to the Internet 12 (Email/Online Search) 9–11am Training Orientation: 10 am – 12 pm Basic Computer Skills Review 11:00 am – 1:00 pm Special Projects: 1:00 – 5:00 pm	
Pathways Orientation 15 10:00 – 11:00 am Build a More Effective Resume (Information Session) 1:00 – 3:00 pm Remediation: 1:00 – 5:00 pm	Basic Computer 16 Part 1: 9:00 – 11:00 am Build a More Effective Resume (Information Session) 1:00 – 3:00 pm Remediation: 1:00 – 5:00 pm	Work Keys 17 9:00 am – 1: 30 pm Intermediate Computer 10:00 am – 12:30 pm Special Projects: 1:00 – 5:00 pm	*ADVANCED/PROFESSIONAL SERIES 18 #3 Social Media Management: 9:00 am – 12:00 pm Basic Computer Part 2: 9:00 – 11:00 am FOLLOW-UP: Build a More Effective Resume 11am – 1pm	Job Seeking Skills 19 (Computer Session) 9:00 – 11:00 am Training Orientation 10 am – 12 pm Basic Computer Skills Review 11:00 am – 1:00 pm	
Pathways Orientation 22 10:00 – 11:00 am Interview Skills 9:30 am – 12:00 pm	Basic Computer 23 Part 1: 9:00 – 11:00 am Ask the Experts: 11 am – 12 pm Intermediate Computer 2:00 – 4:30 pm	Work Keys 24 9:00 am – 1: 30 pm Build a More Effective Resume (Information Session) 10:00 am – 12:00 pm	*ADVANCED/PROFESSIONAL SERIES 25 #4 Advanced Internet Job Search Process: 9:00a – 12:00 p Basic Computer Part 2: 9:00 – 11:00 am FOLLOW-UP: Build a More Effective Resume 11am – 1pm Remediation: 1:00 – 5:00 pm *SESSIONS REQUIRE ADVANCED COMPUTER SKILLS	Introduction to the Internet 26 (Email/Online Search) 9–11am Training Orientation: 10 am – 12 pm Basic Computer Skills Review 11:00 am – 1:00 pm Special Projects: 1:00 – 5:00 pm	
Memorial Day Holiday 29 	Basic Computer 30 Part 1: 9:00 – 11:00 am Build a More Effective Resume (Information Session) 1:00 – 3:00 pm Remediation 1:00 – 5:00 pm	Work Keys 31 9:00 am – 1:30 pm Intermediate Computer 10:00 am – 12:30 pm Basics of Customer Service 2:00 – 4:00 pm Special Projects: 1:00 – 5:00 pm	<p style="text-align: center; color: red;">ALL EVENTS <u>MUST</u> BE SCHEDULED! See the Skills Team!</p> <p style="text-align: center; color: red;">SPECIAL PROJECTS: STAFF USE ONLY!</p>	<p style="text-align: center; color: red;">VOCATIONAL REHABILITATION</p> <p style="text-align: center; color: red;">Available for scheduled appointments: 9, 10 and 11:00 am on Wednesday, 5/17 and 5/24 Ask for B. Collaso</p>	

SLATE AJC is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers in this document may be reached by persons using TTY/TDD equipment via the Missouri Relay Service at 711.