
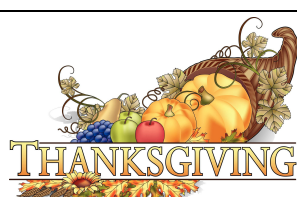


Placer School for Adults, Placer County Employment Services &
Department of Rehabilitation present **Get Hired! Workshop Series**
at *no cost!*

November 2017

Monday		Tuesday		Wednesday		Thursday		Friday	
Placer School for Adults Career Center 1919 Grass Valley HWY Auburn, Ca <u>Must register to attend. Late arrivals may not be accommodated.</u> www.placeronline.org				1 9:00am-12:00pm Self-Marketing 6120804 1:00pm-3:30pm Introduction to Windows 10 6123202		2 1:00pm-4:00pm Creating a Resume and Cover Letter 6017003		3 9:00am-12:00pm Assessment Tools for Your Job Search and Goal Setting the SMART Way 6018502	
6 9:00am-12:00pm Basic PC Skills and Windows 6015104	7 1:00pm-4:00pm Switching Gears- New Careers 6018203 6:30pm-9:30pm Internet, World Wide Web, Search Engines, Web Browsers 6123700	8 9:00am-12:00pm The Value of Emotional Intelligence 6124802 1:00pm-4:00pm Family 101 with a New Job 6017802 6:00pm-9:00pm Resume Critiquing 6120003	9 9:00am-12:00pm CalJOBS: Overview and Resume Builder 6125204 1:00pm-4:00pm Understanding Food Labels 6018700	10  VETERANS DAY CLOSED					
13 9:00am-12:00pm Introduction to Microsoft Word 2016 6015204	14	15 1:00pm-4:00pm Job Search Using Social Media 6017304	16 9:00am-12:00pm Mock Interviews 6017104 1:00pm-4:00pm Menu Planning for a Week 6018900	17 9:00am-12:00pm Introduction to LinkedIn 6015004 1:00pm-4:00pm New World at Work: 21st Century Job Skills 6125304					
20 9:00am-12:00pm Introduction to Microsoft Excel 2016 6015304	21 1:00pm-4:00pm Building Your Portfolio 6018104	22 CLOSED	23  THANKSGIVING CLOSED	24 CLOSED					
27 9:00am-12:00pm Introduction to Internet and Gmail 6015404	28 6:30pm-8:30pm Google Web Applications 6124500	29 9:00am-12:00pm Mistakes Job Seekers make and How to Avoid Them 6124901	30						