

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



2018

Monday	Tuesday	Wednesday	Thursday	Friday
	<p>Placer School for Adults Career Center 1919 Grass Valley HWY Auburn, CA Must register to attend. Late arrivals may not be accommodated 530-885-8585 www.placeronline.org</p>	<p>Hours M-Th 8:00am-4:30pm Friday 8:00am-4:00pm</p>	<p>1 1:00pm-4:00pm Creating a Resume and Cover Letter 6017001</p>	<p>2 9:00am-12:00pm Assessment Tools for Your Job Search and Goal Setting the SMART Way 6018501</p>
<p>5 9:00am-12:00pm Basic PC Skills and Windows 6015101</p>	<p>6 9:00am-11:00am The Right Way to Write (4 sessions: 2/6-2/27) 0610101 1:00pm-4:00pm Switching Gears New Careers 6018201 6:00pm-9:00pm Introduction to PowerPoint 2016 6123500</p>	<p>7 10:00am-11:30am SBA Loan Readiness 6192000 6:00pm-8:00pm Internet/Social Marketing 6015500</p>	<p>8 9:00am-12:00pm CalJobs: Overview and Resume Building 6125201 1:00pm-4:00pm Resume Critiquing 6120001 1:00pm-4:00pm Plan, Shop, Save, and Cook (2 sessions: 2/8-2/15) 6019100</p>	<p>9 9:00am-12:00pm Interviews: From Getting the Call to the Final Handshake 6330101 1:00pm-4:00pm Dress for Success 6330001</p>
<p>12  <i>Lincoln's Birthday</i> Closed</p>	<p>13 6:30pm-9:30pm Introduction to Outlook 2016 6123600</p>	<p>14 9:00am-12:00pm Job Retention 6125000 1:00pm-4:00pm Family 101 With a New Job 6017800</p>	<p>15 9:00am-12:00pm Mock Interviews 6017101 1:00pm-2:30pm Career Shift 6120500</p>	<p>16 9:00am-12:00pm Introduction to LinkedIn 6015001 1:00pm-4:00pm New World of Work: 21st Century Skills: Self-Awareness and Resilience 6125500</p>
<p>19  Closed</p>	<p>20 6:30pm-9:30pm Internet, World Wide Web, Search Engines, Web Browsers 6123700</p>	<p>21 9:00am-12:00pm Self-Marketing 6120601 1:00pm-4:00pm Job Search using Social Media 6017301 6:00-8:00pm Social Security Disability Explained in Plain English 3703400</p>	<p>22 10:00am-11:30am Public Sector Contracting 101 6194000</p>	<p>23 9:00am-12:00pm Mock Interviewing: Practice, Practice, Practice 6330201 1:00pm-3:30pm Introduction to Windows 10 6123201</p>
<p>26 9:00am-12:00pm Introduction to Internet and Gmail 6015401</p>	<p>27 9:00am-12:00pm Building Your Portfolio 6018101 6:30pm-8:30pm Google Web Applications 6124500</p>	<p>28 9:00am-12:00pm Networking 101 6124700 9:00am-11:30am Interviewing Strategies 6017701 1:00pm-4:00pm Preparing for Change 6018001</p>		