




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

 **February 2018**

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