



**2018**

Presenting the Get Hired! Workshop Series at *no cost!*

Monday	Tuesday	Wednesday	Thursday	Friday
	1  <b>1:00pm-4:00pm</b> Switching Gears- New Careers 6018204	2	3 <b>1:00pm-4:00pm</b> Creating a Resume and Cover Letter 6017004	4 <b>9:00am-12:00pm</b> Assessment Tools for Your Job Search and Goal Setting the SMART Way 6018504
7 <b>9:00am-12:00pm</b> Introduction to Microsoft Word 2016 6015202	8 <b>9:00am-12:00pm</b> Building Your Portfolio 6018104	9 <b>9:00am-11:00am</b> Resume Development 6017602 <b>1:00pm-4:00pm</b> Family 101 with a New Job 6017801 <b>6:00pm-9:00pm</b> Writing Skills for Today's Workplace: Grammar and Usage 6044401	10 <b>9:00am-12:00pm</b> CalJOBS: Overview and Resume Builder 6125204 <b>9:00am-12:00pm</b> Resume Critiquing 6120004 <b>1:00pm-4:00pm</b> (2 Sessions: 5/10, 5/17) Plan, Shop, Save, and Cook 6019103	11 <b>9:00am-12:00pm</b> Interviews: From Getting the Call to the Final handshake 6330104 <b>1:00pm-4:00pm</b> Dress for Success 6330004
14 <b>9:00am-12:00pm</b> Introduction to Microsoft Excel 2016 6015303	15	16 <b>9:00am-12:00pm</b> Self-Marketing 6120604 <b>1:00pm-4:00pm</b> Job Search Using Social Media 6017304  <b>6:00pm-9:00pm</b> Writing Skills for Today's Workplace: Sentence Structure and Punctuation 6044501	17 <b>9:00am-12:00pm</b> Mock Interviews 6017104	18 <b>9:00am-12:00pm</b> Introduction to LinkedIn 6015004  <b>1:00pm-4:00pm</b> New World of Work 21st Century Skills: Entrepreneur Mindset & Social/Diversity Awareness 6125800
21 <b>9:00am-12:00pm</b> Introduction to Internet and Gmail 6015404	22	23 <b>9:00am-11:30pm</b> Interviewing Strategies 6017703 <b>1:00pm-4:00pm</b> Preparing for Change 6018003  <b>9:00am-12:00pm</b> Networking 101 6124701 <b>6:00pm-8:00pm</b> Writing Skills for Today's Workplace: Organization and Composition 6044601	24	25
28  <b>MEMORIAL DAY</b>   Closed	29  30  31  <b>Placer School for Adults Career Center</b> 1919 Grass Valley HWY Auburn, CA <b>*Must register to attend. Late arrivals may not be accommodated.</b> 530-885-8585 <a href="http://www.placeronline.org">www.placeronline.org</a>			  <b>Hours</b> M-Th 8:00am-4:30pm Friday 8:00am-4:00pm

\*Schedule is subject to change without notice. Please register ahead to ensure your seat.