

Presenting the Get Hired! Workshop Series at no cost!



April 2018

Monday	Tuesday	Wednesday	Thursday	Friday
<p>2 9:00am-12:00pm Basic PC Skills and Windows 6015103</p>	<p>3 1:00pm-4:00pm Switching Gears- New Careers 6018203</p>	<p>4 10:00am-12:00pm Social Security Disability Explained in Plain English 3703401</p> <p>6:00pm-8:00pm Internet/Social Marketing 6015501</p>	<p>5 1:00pm-4:00pm Creating a Resume and Cover Letter 6017003</p> <p>6:00pm-7:30pm (2 sessions: 4/5-4/12) The Best Land Under Heaven: The Donner party in the Age of Manifest Destiny 3610600</p>	<p>6 9:00am-12:00pm Assessment Tools for Your job Search and Goal Setting the SMART Way 6018503</p> <p>1:00pm-3:30pm Introduction to Windows 10 6123203</p>
<p>9 9:00am-12:00pm Job Retention 6125001</p> <p>9:00am-12:00pm Introduction to Microsoft Word 2016 6015201</p>	<p>10 9:00am-12:00pm Building Your Portfolio 6018103</p>	<p>11 9:00am-12:00pm Building Self Confidence 6124601</p> <p>9:00am-11:30pm Interviewing Strategies 6017702</p> <p>1:00pm-4:00pm Preparing for Change 6018002</p>	<p>12 9:00am-12:00pm CalJOBS: Overview and Resume Builder 6125203</p> <p>1:00pm-2:30pm Career Shift 6120501</p> <p>1:00pm-4:00pm Resume Critiquing 6120003</p> <p>1:00pm-4:00pm (2 sessions: 4/12-4/19) Plan, Shop, Save, and Cook 6019102</p>	<p>13 9:00am-12:00pm Interviews: From Getting the Call to the Final Handshake 6330103</p> <p>1:00pm-4:00pm Dress for Success 6330003</p>
<p>16 9:00am-12:00pm Introduction to Microsoft Excel 2016 6015302</p>	<p>17</p>	<p>18 9:00am-12:00pm Self-Marketing 6120603</p> <p>1:00pm-4:00pm Job Search using Social Media 6017303</p> <p>6:00pm-8:30pm Confidence 101 0604501</p>	<p>19 9:00am-12:00pm Mock Interviews 6017103</p>	<p>20 9:00am-12:00pm Introduction to LinkedIn 6015003</p> <p>1:00pm-4:00pm New World of Work: 21st Century Skills: Digital Fluency and Analysis/Solutions Mindset 6125700</p>
<p>23 9:00am-12:00pm Introduction to Internet and Gmail 6015403</p>	<p>24</p>	<p>25 9:00am-12:00pm How to Work a Job Fair 6125101</p> <p>1:00pm-4:00pm First 30 Days on the Job 6017902</p>	<p>26</p>	<p>27</p>
<p>30 9:00am-12:00pm Basic PC Skills and Windows 6015104</p>	<p>Placer School for Adults Career Center 1919 Grass Valley HWY Auburn, CA</p> <p>*Must register to attend. Late arrivals may not be accommodated</p> <p>530-885-8585</p> <p>www.placeronline.org</p> <p>Hours M-Th 8:00am-4:30pm Friday 8:00am-4:00pm</p>			

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