



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



April 2018

Monday	Tuesday	Wednesday	Thursday	Friday
2 9:00am-12:00pm Basic PC Skills and Windows 6015103	3 1:00pm-4:00pm Switching Gears- New Careers 6018203	4 10:00am-12:00pm Social Security Disability Explained in Plain English 3703401 6:00pm-8:00pm Internet/Social Marketing 6015501	5 1:00pm-4:00pm Creating a Resume and Cover Letter 6017003 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	6 9:00am-12:00pm Assessment Tools for Your job Search and Goal Setting the SMART Way 6018503 1:00pm-3:30pm Introduction to Windows 10 6123203
9 9:00am-12:00pm Job Retention 6125001 9:00am-12:00pm Introduction to Microsoft Word 2016 6015201	10 9:00am-12:00pm Building Your Portfolio 6018103	11 9:00am-12:00pm Building Self Confidence 6124601 9:00am-11:30pm Interviewing Strategies 6017702 1:00pm-4:00pm Preparing for Change 6018002	12 9:00am-12:00pm CalJOBS: Overview and Resume Builder 6125203 1:00pm-2:30pm 1:00pm-4:00pm Career Shift Resume Critiquing 6120501 6120003 1:00pm-4:00pm (2 sessions:4/12-4/19) Plan, Shop, Save, and Cook 6019102	13 9:00am-12:00pm Interviews: From Getting the Call to the Final Handshake 6330103 1:00pm-4:00pm Dress for Success 6330003
16 9:00am-12:00pm Introduction to Microsoft Excel 2016 6015302	17	18 9:00am-12:00pm Self-Marketing 6120603 1:00pm-4:00pm Job Search using Social Media 6017303 6:00pm-8:30pm Confidence 101 0604501	19 9:00am-12:00pm Mock Interviews 6017103	20 9:00am-12:00pm Introduction to LinkedIn 6015003 1:00pm-4:00pm New World of Work: 21st Century Skills: Digital Fluency and Analysis/Solutions Mindset 6125700
23 9:00am-12:00pm Introduction to Internet and Gmail 6015403	24	25 9:00am-12:00pm How to Work a Job Fair 6125101 1:00pm-4:00pm First 30 Days on the Job 6017902	26	27
30 9:00am-12:00pm Basic PC Skills and Windows 6015104	<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 www.placeronline.org</p>			
	<p>Hours</p> <p>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.