



730 S. Wall Ave. Joplin, MO 64801

**PRE-REGISTER FOR OUR  
FREE WORKSHOPS TODAY!**

**Enroll** at the Career Center or **call** to sign up:  
**417-629-3000**

Monday	Tuesday	Wednesday	Thursday	Friday
<b>October 2009</b>				
5	6	7	8	9
<b>Resume Writing Class 1:00-3:00 pm</b>		<b>Excel Class 1:00-3:00 pm</b>  <i>WorkKeys Test 8:30 am</i>	<b>Interviewing Skills 10:00-11:30 am</b>	<i>WorkKeys Test 8:30 am</i>
<b>← Basic Computer Skills 9 am-12 pm →</b>				
12	13	14	15	16
Career Center Closed	<b>Legal Barriers Orientation 1:30-3:00 pm</b>	<b>Job Corps Orientation 11:30 am</b>  <i>WorkKeys Test 8:30 am</i>		
19	20	21	22	23
	<b>Resume Writing Class 9:00-11:00 am</b>	<b>Excel Class 9:00-11:00 am</b>	<b>Interviewing Skills 1:30-3:00 pm</b>	<i>WorkKeys Test 8:30 am</i>
<b>← Workplace Readiness Workshop 8 am-12 pm →</b>				
<b>← Basic Computer Skills 1 pm-4 pm →</b>				
26	27	28	29	30
<b>Legal Barriers Orientation 1:30-3:00 pm</b>		<i>WorkKeys Test 8:30 am</i>		<i>WorkKeys Test 8:30 am</i>

# MAXIMIZE YOUR POTENTIAL!!!

## Attend One or All of These **FREE** Workshops



**Basic Computer Skills:** This is a 3 day workshop. Learn the basic concepts on how to use a computer beginning with turning on the computer, creating an email account, and using programs.

**Interview Skills:** Learn secrets to help you build confidence in your interviews and get the low down on how to sell yourself from the minute you meet someone. Participants will have the opportunity of scheduling a separate one-on-one “mock” interview.

**Microsoft Excel:** Must have an email address. This introductory class will cover the basics of using a Microsoft Excel including spreadsheet basics, writing formulas, types of data, and formatting.

**Money Management 101:** This 2 hour course will help you understand your credit score, teach you about debt to income ratio, and will give tips on how to save money and budget for expenses. Please come with an idea of your minimum monthly payments for their mortgage/rent, loans, credit cards and any other debts such as hospital bills (NOT utilities). This information will not be shared with the class but can help you calculate your ratio.



**Orientation for Job Corps:** Job Corps is a no-cost education and vocational training program administered by the U.S. Department of Labor that helps young people ages 16 through 24 improve the quality of their lives through vocational and academic training. Attend this session to learn more information about Job Corps.

**Overcoming Legal Barriers Orientation:** This session is designed for individuals who have past or present legal barriers which may be preventing them from securing employment. While this is NOT a job fair, attendees receive pertinent information regarding services provided by the Career Center, bonding, and a review of the complete process of job seeking. Many handouts will be provided to participants.



**Resume Class:** Participants will be exposed to both functional and chronological resumes and will prepare one of their choice. The Center will provide a disk to save their resume and a folder to hold their disk and copies of their resumes upon completion. Participants MUST come prepared with correct personal information including: education, work history (beginning and end dates for all past employment), and at least three reference names and phone numbers. Students must be able to use a computer to input all their information (instructors will not do the data entry).

**Workplace Readiness Workshop:** Finding a job can be stressful. We can help you make it less stressful by arming you with important information. This is a 4 day workshop that covers: self-assessment, goal setting, stress management, resumes, cover letters, and interviewing skills. If you cannot attend all 4 days resumes only are covered on Tuesday and Wednesday. **Call 417-625-5263 to reserve a seat.**

