

# Workforce Solutions

October 2009

Monday	Tuesday	Wednesday	Thursday	Friday
			<b>1</b> 10:00 – 1:00 Ready to Work 2:00 - 4:30 Resume Writing Session 2	<b>2</b> 9:00 – 10:00 PREP Orientation 2:00 - 3:00 PREP Orientation
<b>5</b> 9:00   WI A Training Orientation 9:00 – 10:00 PREP Orientation 10:30 – 12:30 Job Search Workshop 1:30 – 3:00 Introduction to Keyboarding	<b>6</b> 9:00-1:00   Professional Placement Network 9:00 – 10:30 Ready to Work 11:00 – 12:30 Basic Employ Florida Resume 1:30 – 4:30 Introduction to MS Word 2007 Session 1	<b>7</b> 9:00 - 1:00   Professional Placement Network 9:00 – 10:00 PREP Orientation 10:30 – 1:00 Resume Writing Session 1 2:00 – 4:00 Basic Employ Florida Resume 3:00   WI A Training Orientation	<b>8</b> 9:00 - 1:00   Professional Placement Network 10:00 – 1:00 Introduction to MS Word 2007 Session 2 2:00 - 4:30 Resume Writing Session 2	<b>9</b> 9:00 – 10:00 PREP Orientation 10:30 - 1:00 Resume Writing Session 2 1:30 – 3:00 Resume Writing Session 2 2:00 - 3:00 PREP Orientation
<b>12</b> 9:00   WI A Training Orientation 9:00 – 10:00 PREP Orientation 10:00-12:00 Ace The Interview 10:30 – 12:30 Job Search Workshop 1:30 – 3:00 Introduction to Keyboarding	<b>13</b> 9:00 – 10:30 Ready to Work 11:00 – 12:30 Basic Employ Florida Resume 1:30 – 4:30 Introduction to MS Word 2007 Session 1	<b>14</b> 9:00 – 10:00 PREP Orientation 10:30 – 1:00 Resume Writing Session 1 2:00 – 4:00 Basic Employ Florida Resume 3:00   WI A Training Orientation	<b>15</b> 10:00 – 1:00 Introduction to MS Word 2007 Session 2 2:00 - 4:30 Resume Writing Session 2	<b>16</b> 9:00 – 10:00 PREP Orientation 2:00 - 3:00 PREP Orientation
<b>19</b> 9:00   WI A Training Orientation 9:00 – 10:00 PREP Orientation 10:30 – 12:30 Job Search Workshop 1:30 – 3:00 Introduction to Keyboarding	<b>20</b> 9:00-1:00   Professional Placement Network 9:00 – 10:30 Ready to Work 11:00 – 12:30 Basic Employ Florida Resume 1:30 – 4:30 Introduction to MS Word 2007 Session 1	<b>21</b> 9:00-1:00   Professional Placement Network 9:00 – 10:00 PREP Orientation 10:30 – 1:00 Resume Writing Session 1 2:00 – 4:00 Basic Employ Florida Resume 3:00   WI A Training Orientation	<b>22</b> 9:00-1:00   Professional Placement Network 10:00 – 1:00 Introduction to MS Word 2007 Session 2 2:00 - 4:30 Resume Writing Session 2	<b>23</b> 9:00 – 10:00 PREP Orientation 10:30 - 1:00 Resume Writing Session 2 1:30 – 3:00 Resume Writing Session 2 2:00 - 3:00 PREP Orientation
<b>26</b> 9:00   WI A Training Orientation 9:00 – 10:00 PREP Orientation 10:00-12:00 Ace The Interview 10:30 – 12:30 Job Search Workshop 1:30 – 3:00 Introduction to Keyboarding	<b>27</b> 9:00 – 10:30 Ready to Work 11:00 – 12:30 Basic Employ Florida Resume 1:30 – 4:30 Introduction to MS Word 2007 Session 1	<b>28</b> 9:00 – 10:00 PREP Orientation 10:30 – 1:00 Resume Writing Session 1 2:00 – 4:00 Basic Employ Florida Resume 3:00   WI A Training Orientation	<b>29</b> 10:00 – 1:00 Introduction to MS Word 2007 Session 2 2:00 - 4:30 Resume Writing Session 2	<b>30</b> 9:00 – 10:00 PREP Orientation 2:00 - 3:00 PREP Orientation



Gail Nicklas Workshop Instructor 1-772-408-1260, Ext. 515



Please sign up for workshops at the front desk (see reverse for additional information)