

WorkSource Redmond Calendar

Located at 2158 SE College Loop, Suite C * Redmond, OR 97756 (541) 504-2955

February 2010

FOR ADDITIONAL WORKSHOP CALENDARS LOOK ON OUR WEB SITE AT www.coic.org

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
8:15 Group Planning	8:15 Group Planning	8:15 Group Planning	8:15 Group Planning	8:15 Group Planning
9:00 - 11:00 Career Test 3C's	9:00 - 10:30 Resumes 1	10:30 - 11:30 Career Test Results	9:00 - 10:00 Interviewing 2	
1:00 - 2:30 Applications (Spanish)	11:00 - 12:30 Interviewing 1	1:30 - 2:30 Cover Letters	11:00 - 12:00 Resumes 2	
3:15 - 4:30 Intro to Computers	1:45 - 3:00 MS Word 1	3:15 - 4:30 How to Attach Your Resume to an Email	COIC CLOSED FOR STAFF MEETING Noon - 5:00 PM	
	3:15 - 4:30 Excel 1			
8	9	10	11	12
8:15 Group Planning	8:15 Group Planning	8:15 Group Planning	8:15 Group Planning	8:15 Group Planning
	9:00 - 10:30 Resumes 1	10:30 - 12:00 Career Test 3C's	9:00 - 10:00 Interviewing 2	9:00 - 10:00 Career test results
1:00 - 2:30 Resumes (Spanish)	11:00 - 12:30 Interviewing 1		11:00 - 12:30 Resumes 2	
	1:45 - 3:00 MS Word 1	3:15 - 4:30 How to Attach Your Resume to an Email	1:45 - 3:00 MS Word 2	3:15 - 4:30 Online Applications
	3:15 - 4:30 Excel 1		3:15 - 4:30 Excel 2	
15	16	17	18	19
	8:15 Group Planning	8:15 Group Planning	8:15 Group Planning	8:15 Group Planning
	9:00 - 10:30 Resumes 1	10:30 - 12:00 Career Test - 3C's	9:00 - 10:00 Interviewing 2	9:00 - 10:00 Career Test Results
CLOSED FOR PRESIDENTS DAY HOLIDAY	11:00 - 12:30 Interviewing 1		11:00 - 12:30 Resumes 2	
	1:45 - 3:00 MS Word 1	3:15 - 4:30 Online Applications	1:45 - 3:00 MS Word 2	3:15 - 4:30 Internet Job Search
	3:15 - 4:30 Excel 1		3:15 - 4:30 Excel 2	Tips
22	23	24	25	26
8:15 Group Planning	8:15 Group Planning	8:15 Group Planning	8:15 Group Planning	8:15 Group Planning
9:00 - 11:00 Career Test 3C's	9:00-10:30 Resumes 1	11:00 - 12:00 Cover Letters	9:00 - 10:00 Interviewing 2	9:00 - 10:00 Career test results
1:00 - 2:30 Applications (Spanish)	11:00 - 12:30 Interviewing 1	1:45 - 3:00 Internet Job Search Tips	11:00 - 12:30 Resumes 2	
3:15 - 4:30 Intro to Computers	1:45 - 3:00 MS Word 1	3:15 - 4:30 How to Attach Your Resume to an Email	1:45 - 3:00 MS Word 2	3:15 - 4:30 Online Applications
	3:15 - 4:30 Excel 1		3:15 - 4:30 Excel 2	



Prerequisite for workshops is completed Skills Review assessment through the IMatch website.

For more information on workshops, please call (541) 504-2962.

Classes begin promptly at scheduled times. If you are more than 5 minutes late, please come to next class.

Please arrive 30 minutes early to check in for computer & resume classes.

If you need accommodations and/or materials in alternate format, please give a five day notice.