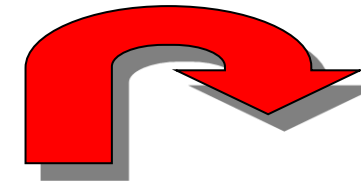


WorkSource Redmond Calendar

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

*****Turn page over for Workshop descriptions*****



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

FEBRUARY

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3
		10:15 - 11:30 Resumes Open Lab (must have taken Resumes 1 first)	9:00 - 10:00 Interviewing 2 11:00 - 12:00 Resumes 2 COIC CLOSED FOR STAFF MEETING 12 Noon - 5:00 pm	9:00-10:00 Career Test results 10:30 - 12:00 Resumes 1
	6	7	8	9
	10			
		9:00 - 10:00 Resumes Open Lab		
9:00 - 10:30 Resumes 1	(must have taken Resumes 1) 10:45 - 12:00 Interviewing 1	11:00 - 12:00 Online Applications	9:00 - 10:00 Interviewing 2 11:00 - 12:00 Resumes 2	9:00 - 10:30 Resumes 1
1:45-3:00 Basic Computer Skills for Job Seekers	1:45 - 3:00 Word 1 (beginners) 3:15 - 4:30 Excel 1 (beginners)	1:45 - 3:00 Job Search Strategies	1:45 - 3:00 Word 2 (beginners) 3:15 - 4:30 Excel 2 (beginners)	1:45 - 3:00 How to Search for Jobs Using the Internet
13	14	15	16	17
9:00 - 11:00 Career Test 3C's	9:00 - 10:30 Resumes 1	10:15 - 11:30 Resumes Open Lab (must have taken Resumes 1)	9:00 - 10:00 Interviewing 2 11:00 - 12:00 Resumes 2	9:00-10:00 Career Test results 10:30 - 12:00 Resumes 1
10:45 Quality Child Care class	10:45 - 12:00 Interviewing 1			
11:00 - 12:00 Intro to Computers (for beginners)	1:45 - 3:00 Word 1 (beginners) 3:15 - 4:30 Excel 1 (beginners)	1:45 - 3:00 Job Search Strategies		1:45 -3:00 Online Applications
20	21	22	23	24
CLOSED FOR PRESIDENT'S DAY HOLIDAY HOLIDAY	9:00 - 10:30 Resumes 1 10:45 - 12:00 Interviewing 1 1:45 - 3:00 Word 1 (beginners) 3:15 - 4:30 Excel 1 (beginners)	10:15 -11:00 Online Applications 1:45 - 3:00 Job Search Strategies	9:00 - 10:00 Interviewing 2 11:00 - 12:00 Resumes 2 1:45 - 3:00 Word 2 (beginners) 3:15 - 4:30 Excel 2 (beginners)	10:30 - 12:00 Resumes 1 1:45 - 3:00 How to Search for Jobs Using the Internet
27	28			
9:00 - 11:00 Career Test 3C's	9:00 - 10:30 Resumes 1			
10:45 - 12:00 Interviewing 1				
1:45-3:00 Basic Computer Skills for Job Seekers	1:45 - 3:00 Word 1 (beginners) 3:15 - 4:30 Excel 1 (beginners)			

*Prerequisite for workshops is completed Skills Review assessment through the IMatch website.
Classes begin promptly at scheduled times. If you are more than 5 minutes late, please come to next class.*

Equal opportunity program - auxiliary aids available upon request for disabilities or limited English at no additional charge.
If you need accommodations/materials in alternate format, please give five day notice.