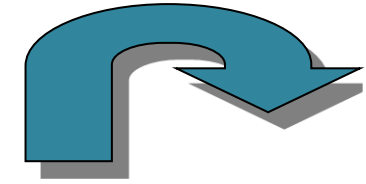


# WorkSource Redmond Calendar

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](http://www.coic.org)

## January

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4	5	6
<b>CLOSED</b>	9:00 - 10:30 Resumes 1	10:15 - 12:00 Career test 3 C's		9:00-10:00 Career Test results
<b>FOR</b>	10:45 - 12:00 Interviewing 1			10:30 - 12:00 Resumes 1
<b>NEW YEAR'S HOLIDAY</b>	1:45 - 3:00 Word 1 (beginners)	1:45 - 3:00 Job Search Strategies	1:45 - 3:00 Interviewing 2	
	3:15 - 4:30 Excel 1(beginners)		3:15 - 4:15 Resumes 2	1:45 -3:00 Online Applications
9	10	11	12	13
	9:00 - 10:00 Resumes Open Lab			
9:00 - 10:30 Resumes 1	(must have taken Resumes 1)	11:00 - 12:00 Online Applications	9:00 - 10:00 Interviewing 2	9:00 - 10:30 Resumes 1
	10:45 - 12:00 Interviewing 1		11:00 - 12:30 Resumes 2	
1:45-3:00 Basic Computer Skills for Job Seekers	1:45 - 3:00 Word 1 (beginners)	1:45 - 3:00 Job Search Strategies		1:45 - 3:00 How to Search for Jobs Using the Internet
	3:15 - 4:30 Excel 1 (beginners)			
16	17	18	19	20
	8:30 - 10:00 Career Test 3C's			
<b>CLOSED</b>	10:00 -11:00 Basic Computer	10:15 - 11:30 Resumes 1	9:00 - 10:00 Interviewing 1	9:00 -10:00 Career test results
<b>FOR</b>	Skills for Job Seekers		11:00 - 12:30 Resumes 2	10:30 - 12:00 Resumes 1
<b>MARTIN LUTHER KING HOLIDAY</b>		1:30 - 3:00 Job Search Strategies	1:45 - 3:00 Word 2 (beginners)	
	1:45 - 3:00 Intro to Computers (for beginners)		3:15 - 4:30 Excel 2 (beginners)	1:45 -3:00 Online Applications
23	24	25	26	27
9:00 - 10:30 Resumes 1	9:00 - 10:00 Resumes Open Lab (must have taken Resumes 1)	10:15 -11:00 Online Applications	9:00 - 10:00 Interviewing 2	10:30 - 12:00 Resumes 1
	10:45 - 12:00 Interviewing 1		11:00 - 12:30 Resumes 2	
1:45-3:00 Basic Computer Skills for Job Seekers		1:45 - 3:00 Job Search Strategies	1:45 - 3:00 Word 1 (beginners)	1:45 - 3:00 How to Search for Jobs Using the Internet
			3:15 - 4:30 Excel 1 (beginners)	
30	31			
8:30 - 10:00 Career Test 3C's	9:00 - 10:30 Resumes 1			
	10:45 - 12:00 Interviewing 1			
1:45 - 3:00 Intro to Computers (for beginners)	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.