

CAREER ASSISTANCE WORKSHOPS



December 2017 - DANVILLE

Monday, December 4:

9:00am - 12:00pm GED Prep Class

Tuesday, December 5:

11:00am Resume & Cover Letter
1:00pm Math 911

*One-on-one appointments for Veterans

Thursday, December 7:

10:00am Job Success Seminar
1:00pm Introduction to Computers
*One-on-one appointments for Veterans

Monday, December 11:

9:00am - 12:00pm GED Prep Class

Tuesday, December 12:

11:00am Resume & Cover Letter
1:00pm Math 911

*One-on-one appointments for Veterans

Thursday, December 14:

10:00am Job Success Seminar
1:00pm Introduction to Computers
*One-on-one appointments for Veterans

Monday, December 18:

9:00am - 12:00pm GED Prep Class

Tuesday, December 19:

11:00am Resume & Cover Letter
1:00pm Math 911

*One-on-one appointments for Veterans

Thursday, December 21:

10:00am Job Success Seminar
1:00pm Introduction to Computers
*One-on-one appointments for Veterans

Thursday, December 28:

10:00am Job Success Seminar
1:00pm Introduction to Computers
*One-on-one appointments for Veterans

Danville Workforce Center
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Looking for an opportunity to get ahead? Attend one or more of our Career Assistance Workshops to get the support you need to reach your ultimate goals! Sessions are designed to be interactive, motivating and fun.

GED PREP CLASS

Mondays 9:00a - 12:00p
December 4th, 11th, 18th

Receive expert assistance from instructors committed to helping you ace the high school equivalency test.

JOB SUCCESS SEMINAR

Thursdays - 10:00 am
December 7th, 14th, 21st, 28th

Get the tips that will put you ahead of the game in the job market! Come to this workshop to not only learn how to land a new job or internship, but also how to keep it!

MATH 911

Tuesdays - 1:00 pm
December 5th, 12th, 19th

Get the help you need to become more confident in your basic math skills! This interactive workshop will provide a basic overview of fractions, problem solving, equations, percentages and probability.

INTRODUCTION TO COMPUTERS

Thursdays - 1:00 pm
December 7th, 14th, 21st, 28th

Overcome your fear of technology while becoming more marketable in the work place by attending this basic computer skills workshop. Improve your knowledge of programs like Microsoft Word and Excel. Beginners welcome!

*Veterans receive Priority of Service at all of our centers. One-on-one appointments are available on Tuesdays and Thursdays.

RESUME & COVER LETTER

Tuesdays - 11:00 am
December 5th, 12th, 19th

Learn the most effective ways to showcase your skills and experiences to land the job you deserve.

Get assistance constructing resumes and cover letters from start to finish!



Building a quality workforce community for today and in the future.

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