

CES March 2023 Calendar

From job candidate to “You’re Hired!”

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3
6 <u>MS Word 2016- Zoom</u> March 6 – March 10 12pm – 1:30 pm	7 <u>Intermediate Microsoft Word</u> On-site 10:00 am – 11:00 am <u>Open Computer Lab On-site</u> 11:00 am- 12:30 pm	8 <u>How to Un-tire from Retirement</u> Zoom 10 am- 11 am	9 <u>Strategize Your Internet Job Search- Zoom</u> 10- 11 am	10
13 <u>MS Excel 2016 Basic- Zoom</u> March 13 –March 17 12pm – 1:30 pm	14 <u>Microsoft Excel & Developing Your Job Tracker</u> On-site 10 am – 11 am <u>Open Computer Lab On-site</u> 11:00 am- 12:30 pm	15 <u>Employer Spotlight with Truist Bank</u> - Zoom 10:00 am-11:00 am-	16 <u>How to Decrease Stress During Your Job Search- Zoom</u> 10 am- 11 am	17
20 <u>MS Excel 2016 Advanced- Zoom</u> March 20 – March 24 12pm – 1:30 pm	21 <u>Master Your Resume</u> On-site and Zoom 10 am – 11 am <u>Open Computer Lab On-site</u> 11:00 am- 12:30 pm	22	23 <u>Tips on Being a Freelancer/ Independent Contractor</u> - Zoom 10 am – 11 am	24
27 <u>MS PowerPoint 2016 Zoom</u> March 27 – March 29 12pm – 1:30 pm	28 <u>Open Computer Lab- On-site</u> 11:00 am- 12:30 pm	29 <u>The Essentials for Obtaining Your Next Job in 2023</u> Zoom 10:00 am-11:00 am	30	31

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Workshop Descriptions

MS Word 2016

5-day long class designed for beginners as well as those experienced users who are looking for a refresh of basic skills and concepts. Introduces program terminology, file types, entering/editing text, formatting (including non-printed characters, bullets/numbers, alignment, indents, tab stops), columns, tables, raster/vector graphics; among other topics.

How to Un-tire from Retirement

Are you considering going back to work after retirement? Do you need the extra income, want to stay active or miss socializing? This webinar was made just for you. We will demonstrate to you the benefits of un-retiring, how to job search in this market and how to avoid age discrimination.

Strategize Your Internet Job Search

There are so many job sites on the internet. Which ones should you use? This webinar will help you navigate your job search with tools to help you find the “right” job for you.

MS Excel 2016 Basic

MS Excel 2016 is a 5-day long class designed for beginners as well as those experienced users who are looking for a refresh of basic skills and concepts. Introduces program terminology, autofill/flashfill, conditional formatting, ranges/tables, introductory formulas, filtering and data validation; among other topics.

Master Your Resume

Are you not getting any interviews? Have you heard of the ATS (Applicant Tracking Software)? In this webinar we will be teaching you the correct style and format to set your resume so that you can obtain more interviews.

Employer Spotlight with Truist Bank

We invite you to participate in this workshop and learn directly from a Truist employee on their great job opportunities and hear advice on what to expect during your interview and receive tips on how to impress the Truist employer.

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How to Decrease Stress During Your Job Search

A job loss is more than just a loss of income. It’s a loss of a professional and social network and a sense of value this will cause great stress to anyone.

This course will teach you the tools to; feel your feelings without judgement, incorporate mindfulness practices in your daily routine, managing your negative thoughts by replacing them with alternate positive thoughts and reaching out for support through local resources (Rales JFS CES or Counseling Services)

MS Excel 2016 Advanced

Designed for users who have a foundational knowledge of MS Excel's basic concepts, this 5-day long class introduces multilevel sorting, advanced mathematic functions, linking with three-dimensional references, alternative data sets, charting and pivot tables; among other topics.

The Essentials for Obtaining Your Next Job in 2023

This workshop will teach you the skills to learn the newest, most up-to-date trends to help you land your next new job in 2023

Tips on Being a Freelancer/Independent Contractor

With the growing number of independent jobs in the job market, this workshop will provide for you tips and strategies to help establish you as an Independent Contractor.

What's Next! Career Transition for the Mature Job Seeker- Career Assessment

This a hands-on course to help you guide the mature job seeker in finding purposeful career options during your later season of your life.