

February Workshops Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
<p>2 Resume Style and Organization 9:00 am – 12:30 pm</p> <p>Computer Literacy 9:00 am - Noon</p> <p>LinkedIn Overview for Job Seeking 12:30-4:00 pm</p>	<p>3 Information Session* 10:00 – 11:30 am</p> <p>▶ CSI – Ready for Work 10:00 am – Noon</p>	<p>4 Confidence Focused Interviewing 9:00 – 12:00 pm</p> <p>Career Assistance Lab 9:00 am – Noon</p> <p>NC Works Online 12:30-4:00 pm</p> <p>▶ CSI – Ready for Work 10:00 am - Noon</p> <p>**Former Offenders Orientation 2:00 – 4:00 pm</p>	<p>5</p>	<p>6 Work Histories, Resumes & Applications 9:00 am – 12:30 pm</p>
<p>9 Resume Style and Organization 9:00 am – 12:30 pm</p> <p>Computer Literacy (Part 1) 9:00 am - Noon</p>	<p>10 Computer Literacy (Part 2) 9:00 am - Noon</p> <p>Information Session* 10:00 – 11:30 am</p> <p>▶ CSI – Ready for Work 10:00 am – Noon</p> <p>*Working Relationships 101 (Day 1) 1:00 – 4:30 pm</p>	<p>11 Confidence Focused Interviewing 9:00 – 12:00 pm</p> <p>Career Assistance Lab 9:00 am – Noon</p> <p>▶ CSI – Ready for Work 10:00 am - Noon</p> <p>*Working Relationships 101 (Day 2) 1:00 – 4:30 pm</p> <p>**Former Offenders Orientation 2:00 – 4:00 pm</p>	<p>12 What Not to Say: Interview Essentials – Part 1 9:00 am – 12:30 pm</p> <p>*Working Relationships 101 (Day 3) 1:00 – 4:30 pm</p> <p>*Job Club 1313 New Bern Avenue 3:30 – 4:30 pm</p>	<p>13 What Not to Say: Interview Essentials – Part 2 9:00 am – 12:30 pm</p> <p>How to Start Your Own Business 1:00 – 3:00 pm</p> <p>*Working Relationships 101 (Day 4) 1:00 – 4:30 pm</p>
<p>16 Resume Style and Organization 9:00 am – 12:30 pm</p> <p>Computer Literacy 9:00 am - Noon</p>	<p>17 Information Session* 10:00 – 11:30 am</p> <p>▶ CSI – Ready for Work 10:00 am - Noon</p> <p>Mature Workers- Keep Me Current! 2:00 – 4:00 pm</p>	<p>18 Confidence Focused Interviewing 9:00 – 12:00 pm</p> <p>Career Assistance Lab 9:00 am – Noon</p> <p>NC Works Online 12:30-4:00 pm</p> <p>▶ CSI – Ready for Work 10:00 am - Noon</p> <p>**Former Offenders Orientation 2:00 – 4:00 pm</p>	<p>19 How to Get the Success You Want 9 – 3:30 (break for lunch) – Day 1</p>	<p>20 Networking, Resources & Job Hunting 9:00 am – 12:30 pm</p> <p>How to Get the Success You Want 9 – 3:30 (break for lunch) – Day 2</p>
<p>23 Resume Style and Organization 9:00 am – 12:30 pm</p> <p>Computer Literacy (Part 1) 9:00 am - Noon</p>	<p>24 Computer Literacy (Part 2) 9:00 am - Noon</p> <p>Information Session* 10:00 – 11:30 am</p> <p>▶ CSI – Ready for Work 10:00 am - Noon</p>	<p>25 Confidence Focused Interviewing 9:00 – 12:00 pm</p> <p>Career Assistance Lab 9:00 am – Noon</p> <p>▶ CSI – Ready for Work 10:00 am - Noon</p> <p>**Former Offenders Orientation 2:00 – 4:00 pm</p>	<p>26 *Job Club 1313 New Bern Avenue 3:30 – 4:30 pm</p> <p>▶ PNC Bank 10:00 -Noon</p>	<p>27</p>

***Job Club is held the 2nd & 4th Thursday of each month at the New Bern Avenue Library located at 1313 New Bern Ave.**

****Former Offenders Session – Must pre-register by calling (919) 715-0111 ext. 214**

***Information Session – Participants must pre-register at www.NCWORKS.gov**

***Working Relationships 101 Workshop – Participants must pre-register by calling (919) 755-6959.**