



# JANUARY



## GM - WORKSHOP SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p><b>4</b></p> <p><b>“CareerScope”</b> 9:00-11:00am &amp; 1:00-3:00pm Northfield Rm. 109</p> <p><b>“KeyTrain”</b> 9:00-11:00am &amp; 1:00-3:00pm Northfield Rm. 110</p>	<p><b>5</b></p> <p><b>“CareerScope”</b> 9:00-11:00am &amp; 1:00-3:00pm 4:00-6:00pm Northfield Rm. 109</p> <p><b>“KeyTrain”</b> 9:00-11:00am &amp; 1:00-3:00pm Northfield Rm. 110</p>	<p><b>6</b></p> <p><b>**“WorkKeys Assessment”</b> 9:00-12:00pm &amp; 1:00-4:00pm Northfield Rms. 109 &amp; 110</p>	<p><b>7</b></p> <p><b>**“WorkKeys Assessment”</b> 9:00-12:00pm &amp; 1:00-4:00pm Northfield Rms. 109 &amp; 110</p>	<p><b>8</b></p>
<p><b>11</b></p> <p><b>“CareerScope”</b> 9:00-11:00am &amp; 1:00-3:00pm Northfield Rm. 109</p> <p><b>“KeyTrain”</b> 9:00-11:00am &amp; 1:00-3:00pm Northfield Rm. 110</p> <p><b>“TABE Online”</b> 9:00-12:00pm &amp; 1:00-4:00pm</p> <p><b>“Pre-Scholarship Workshop”</b> 9:00 am-12:00 pm Northfield Rm. 201 &amp; 204</p>	<p><b>12</b></p> <p><b>“CareerScope”</b> 9:00-11:00am &amp; 1:00-3:00pm Northfield Rm. 109</p> <p><b>“KeyTrain”</b> 9:00-11:00am &amp; 1:00-3:00pm 4:00-6:00pm Northfield Rm. 110</p> <p><b>“TABE Online”</b> 9:00-12:00pm &amp; 1:00-4:00pm</p> <p><b>“Pre-Scholarship Workshop”</b> 9:00 am-12:00 pm Northfield Rm. 201 &amp; 204</p>	<p><b>13</b></p> <p><b>**“WorkKeys Assessment”</b> 9:00-12:00pm &amp; 1:00-4:00pm Northfield Rms. 109 &amp; 110</p> <p><b>“TABE Online”</b> 9:00-12:00pm &amp; 1:00-4:00pm</p> <p><b>“Pre-Scholarship Workshop”</b> 9:00 am-12:00 pm Northfield Rm. 201 &amp; 204</p>	<p><b>14</b></p> <p><b>**“WorkKeys Assessment”</b> 9:00-12:00pm &amp; 1:00-4:00pm Northfield Rms. 110</p> <p><b>“CareerScope”</b> 9:00-11:00am &amp; 1:00-3:00pm Northfield Rm. 109</p> <p><b>“TABE Online”</b> 9:00-12:00pm &amp; 1:00-4:00pm</p> <p><b>“Pre-Scholarship Workshop”</b> 9:00 am-12:00 pm Northfield Rm. 201 &amp; 204</p>	<p><b>15</b></p> <p><b>“Interview Skills”</b> 9:00am-11:00am Northfield Bldg.</p> <p><b>“Pre-Scholarship Workshop”</b> 9:00 am-12:00 pm Northfield Rm. 201 &amp; 204</p>
<p><b>18</b></p> <p><b>CLOSED</b> <b>Martin Luther King Jr. Day</b></p>	<p><b>19</b></p> <p><b>“CareerScope”</b> 9:00-11:00am &amp; 1:00-3:00pm Northfield Rm. 109</p> <p><b>“KeyTrain”</b> 9:00-11:00am &amp; 1:00-3:00pm Northfield Rm. 110</p> <p><b>**“WorkKeys Assessment”</b> 4:00-6:00pm Northfield Rms. 110</p> <p><b>“Pre-Scholarship Workshop”</b> 9:00 am-4:00 pm Northfield Rm. 201 &amp; 204</p>	<p><b>20</b></p> <p><b>“CareerScope”</b> 9:00-11:00am &amp; 1:00-3:00pm Northfield Rm. 109</p> <p><b>“KeyTrain”</b> 9:00-11:00am &amp; 1:00-3:00pm Northfield Rm. 110</p> <p><b>“TABE Online”</b> 9:00-12:00pm &amp; 1:00-4:00pm</p> <p><b>“Pre-Scholarship Workshop”</b> 9:00 am-4:00 pm Northfield Rm. 201 &amp; 204</p>	<p><b>21</b></p> <p><b>“TABE Online”</b> 9:00-12:00pm &amp; 1:00-4:00pm</p> <p><b>**“WorkKeys Assessment”</b> 9:00-12:00pm &amp; 1:00-4:00pm Northfield Rms. 110</p>	<p><b>22</b></p>
<p><b>25</b></p> <p><b>“CareerScope”</b> 9:00-11:00am &amp; 1:00-3:00pm Northfield Rm. 109</p> <p><b>“KeyTrain”</b> 9:00-11:00am &amp; 1:00-3:00pm Northfield Rm. 110</p> <p><b>“TABE Online”</b> 9:00-12:00pm &amp; 1:00-4:00pm</p>	<p><b>26</b></p> <p><b>“CareerScope”</b> 9:00-11:00am &amp; 1:00-3:00pm Northfield Rm. 109</p> <p><b>“KeyTrain”</b> 9:00-11:00am &amp; 1:00-3:00pm Northfield Rm. 110</p> <p><b>“TABE Online”</b> 9:00-12:00pm &amp; 1:00-4:00pm 4:00-7:00pm</p>	<p><b>27</b></p> <p><b>“TABE Online”</b> 9:00-12:00pm &amp; 1:00-4:00pm</p> <p><b>**“WorkKeys Assessment”</b> 9:00-12:00pm &amp; 1:00-4:00pm Northfield Rms. 109 &amp; 110</p>	<p><b>28</b></p> <p><b>“CareerScope”</b> 9:00-11:00am Northfield Rm. 109</p> <p><b>“KeyTrain”</b> 1:00-3:00pm Northfield Rm. 110</p> <p><b>“TABE Online”</b> 9:00-12:00pm &amp; 1:00-4:00pm</p>	<p><b>29</b></p> <p><b>“Interview Skills”</b> 9:00am-11:00am Northfield Bldg.</p>

Transitional classes are being offered in Northfield to Salary and UAW including all amalgamates. This flyer includes the courses, date and time for classes scheduled through the first three weeks of December. You may take as many classes that you like in any order. However, the Entrepreneur Workshop is a nine week course that meets one day each week. Exploring the World Beyond and National Career Readiness Certificate courses are required classes to move to the second phase of classes that will be offered in January 2010. For questions and to register for these state funded classes please call 931-486-6554 or 931-486-6556 between 10am-4pm.

## **Résumé Review**

Schedule a 30 minute appointment, come prepared with your résumé on a disc or flash drive and leave with finished product! **BY APPOINTMENT ONLY**

## **“Right” Your Résumé**

The workshop provides guidelines on the different types of resumes, basic resume rules and formatting components, and cover letter writing. Come prepared with pertinent information to begin your resume.

## **Understanding the Hiring Process: Don’t Get Screened Out**

You will walk away with insight into the employer’s point of view on the hiring process and an introduction to positive tools to address concerns that an employer may have.

## **InterviewStream/Critiquing Yourself**

InterviewStream is a video interviewing solution. It allows you to select an interview scenario, record, review, critique & share your interview.

## **Career Scope**

Every explorer needs a guide. In this workshop you will be the explorer. You will begin by taking a computerized assessment of your interests and aptitudes (approximately one hour). Your guide will help you to interpret the assessment and guide you to careers that match your interests and aptitudes. You will also learn about the hot jobs of tomorrow and how to research the job market.

\*(This workshop is required for anyone who is interested in a Career Center scholarship for training.)

## **WorkKeys Assessment**

Must have completed National Career Readiness Certificate workshop and achieved at least a 3 in each of the three areas – Reading for Information, Applied Mathematics and Locating Information on the KeyTrain assessments.

\*(This workshop is required for anyone who is interested in a Career Center scholarship for training.)

\*\* (If registration paperwork has not been turned in, please come 30 minutes early to complete the registration. Please bring with you driver license and social security card)

## **KeyTrain**

The National Career Readiness Certificate verifies to employers anywhere in the United States that an individual has essential core employability skills in Reading, Math, and Locating Information. **This is the Pre-test Workshop for the three (3)hour Work Keys Assessment.**

\*(This workshop is required for anyone who is interested in a Career Center scholarship for training.)

## **General Information - Orientation**

This time is reserved for general information, questions and answers for those who may want more information before actually beginning assessment and or training with the Career Center.

## **Make Up Day**

Individual Appointments may be set with Career Center Staff to complete any required assessments for those who had computer issues.

**To register** for these state funded classes,  
please call 931-486-6554 or 931-486-6556 between 10 am - 4 pm.

For more information about **training** and **Career Center services** call 931-607-1267.