



February



GM - WORKSHOP SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>1</p> <p>“Pre-Scholarship Workshop” 9:00 am-12:00 pm Conf. Rms. 1, 2, & 3 201 & 204</p> <p>“CareerScope” 9:00-11:00am & 1:00-3:00pm Northfield Rm. 109 and 110</p> <p>“Entrepreneurship Workshop” Day: NOON-2:30 pm Night: 3:00-5:30pm Northfield Rm. 201</p>	<p>2</p> <p>“Pre-Scholarship Workshop” 9:00 am-12:00 pm Conf. Rms. 1, 2, & 3</p> <p>“CareerScope” 9:00-11:00am Northfield Rm. 109 & 110</p>	<p>3</p> <p>“Pre-Scholarship Workshop” 9:00 am-12:00 pm Conf. Rms. 1, 2, & 3</p> <p>**“WorkKeys Assessment” 9:00-12:00pm & 1:00-4:00pm Northfield Rms. 109 & 110</p> <p>“Entrepreneurship Workshop” Day: NOON-2:30 pm Night: 3:00-5:30pm Northfield Rm. 201</p>	<p>4</p> <p>“Pre-Scholarship Workshop” 9:00 am-12:00 pm Conf. Rms. 1, 2, & 3</p> <p>**“WorkKeys Assessment” 9:00-12:00pm & 1:00-4:00pm Northfield Rms. 109 & 110</p>	<p>January 29</p> <p>“Entrepreneurship Workshop - Orientation” Noon-3:00 pm Northfield Theatre</p>
<p>8</p> <p>“CareerScope” 9:00-11:00am & 1:00-3:00pm Northfield Rm. 109 and 110</p> <p>“TABE Online” 9:00-12:00pm & 1:00-4:00pm</p> <p>“Entrepreneurship Workshop” Day: NOON-2:30 pm Night: 3:00-5:30pm Northfield Rm. 201</p>	<p>9</p> <p>“TABE Online” 9:00-12:00pm & 1:00-4:00pm</p> <p>“CareerScope” 9:00-11:00am Northfield Rm. 109 & 110</p>	<p>10</p> <p>**“WorkKeys Assessment” 9:00-12:00pm & 1:00-4:00pm Northfield Rms. 109 & 110</p> <p>“TABE Online” 9:00-12:00pm & 1:00-4:00pm</p> <p>“Entrepreneurship Workshop” Day: NOON-2:30 pm Night: 3:00-5:30pm Northfield Rm. 201</p>	<p>11</p> <p>**“WorkKeys Assessment” 9:00-12:00pm & 1:00-4:00pm Northfield Rms. 109 and 110</p> <p>“TABE Online” 9:00-12:00pm & 1:00-4:00pm</p>	<p>12</p> <p>“Interview Skills” 9:00am-11:00am Northfield Rm. 211</p>
<p>15</p> <p>CLOSED President’s Day</p>	<p>16</p> <p>“CareerScope” 9:00-11:00am & 1:00-3:00pm Northfield Rm. 109 and 110</p> <p>**“WorkKeys Assessment” 4:00-6:00pm Northfield Rms. 109 & 110</p>	<p>17</p> <p>“TABE Online” 9:00-12:00pm & 1:00-4:00pm</p> <p>“Entrepreneurship Workshop” Day: NOON-2:30 pm Night: 3:00-5:30pm Northfield Rm. 201</p>	<p>18</p> <p>**“WorkKeys Assessment” 9:00-12:00pm & 1:00-4:00pm Northfield Rms. 109 & 110</p> <p>“TABE Online” 9:00-12:00pm & 1:00-4:00pm</p>	<p>19</p>
<p>22</p> <p>“CareerScope” 9:00-11:00am & 1:00-3:00pm Northfield Rm. 109 and 110</p> <p>“TABE Online” 9:00-12:00pm & 1:00-4:00pm</p> <p>“Entrepreneurship Workshop” Day: NOON-2:30 pm Night: 3:00-5:30pm Northfield Rm. 201</p>	<p>23</p> <p>“TABE Online” 9:00-12:00pm & 1:00-4:00pm 4:00-7:00pm</p>	<p>24</p> <p>**“WorkKeys Assessment” 9:00-12:00pm & 1:00-4:00pm Northfield Rms. 109 & 110</p> <p>“TABE Online” 9:00-12:00pm & 1:00-4:00pm</p> <p>“Entrepreneurship Workshop” Day: NOON-2:30 pm Night: 3:00-5:30pm Northfield Rm. 201</p>	<p>25</p> <p>“CareerScope” 9:00-11:00am Northfield Rm. 109 & 110</p>	<p>26</p> <p>“Interview Skills” 9:00am-11:00am Northfield Rm. 211</p>

Resume Reviews will be scheduled individually by appointment. Days to be announced.

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**

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.)

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.



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