



Please call to sign up!

Please be on time!
Late arrivals are not permitted for Computer workshops.

Missouri Job Center

212 Turner Blvd.
St. Peters, MO 63376
work.sccmo.org/workforce
jobs.mo.gov



Happy
St. Patrick's Day

March 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Wednesday, March 1		Wednesday, March 22	
Thursday, March 2		10am - Noon	Resume Tips
Friday, March 3		1:30pm – 2:30pm	Disclosing Your Disability
10am - Noon	Networking to Assist in Your Job Search	2:30pm – 4pm	Interviewing Skills
Monday, March 6		Thursday, March 23	
Tuesday, March 7		Friday, March 24	
9:30am – 1pm	WorkKeys Assessment	1:30pm – 4pm	Basic Microsoft Word 2010
10am - Noon	Resume Tips	Monday, March 27	
Wednesday, March 8		Tuesday, March 28	
2:30pm – 4pm	Online Job Search Using LinkedIn	Wednesday, March 29	
Thursday, March 9		Thursday, March 30	
1:30pm – 3pm	Job Searching with a Criminal Record	Friday, March 31	
Friday, March 10			
1:30pm – 4pm	Basic Microsoft Word 2010		
Monday, March 13			
Tuesday, March 14			
10am - Noon	Basic Microsoft Excel 2010		
Wednesday, March 15			
Thursday, March 16			
10am - Noon	Microsoft Excel 2010 Part 2		
10:30am - Noon	Mock Interviewing		
Friday, March 17			
Monday, March 20			
1pm – 3pm	Intro to Coding		
Tuesday, March 21			
9:30am – 11:30am	Career Exploration Inventory		

St. Charles County and its Workforce Development Department are equal opportunity employers/programs. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed may be reached by persons using TTY/TDD equipment via the Missouri Relay Service at 711.

Hours of Operation

Monday – Thursday
8:00 a.m. - 6:00 p.m.
Friday
9:00 a.m. - 4:30 p.m.



Basic Microsoft Excel 2010 (Training Room C), Cindy Fulton

Microsoft Excel has been identified as a leading software skill by businesses in the area. In this workshop you will learn to create a spreadsheet using basic formula calculations including AUTOSUM, how to copy, move and format cells, insert/delete rows & columns, learn about the AutoCalculate feature, how to display formula/value version of a spreadsheet, and how to copy formulas using the fill handle.

Basic Microsoft Word 2010 (Training Room C), Ashley Kelly

***Must be able to type!** This hands-on computer training session covers the basics of the Microsoft Word program. Learn how to use Word to create and edit a document, bolding, underlining, centering, saving, retrieving, and printing a document.

Career Exploration Inventory (Training Room D), Julie Barro

The CEI helps you identify your interests in work, leisure activities, & learning, and then helps you begin the process to develop a plan that will lead to career success and satisfaction.

Disclosing Your Disability, (Training Room D), Jessica Bloch

When do you disclose barriers to employment with an employer? Should you discuss it at all? How do you ask for accommodations, do you know what they are, and if you even need them? We can help you create an individualized plan to assist you in making these important decisions.

Interviewing Skills (Large Meeting Room), Tim Riley

Learn the secrets to build confidence in your interviews and how to handle the most difficult interview questions

Intro to Coding (Training Room C), Rex McKanry

Coding, or computer programming, is opening doors for new career opportunities for people of all ages and skill levels. Sign up and learn what a computer programmer does and how to create your own program.

Job Searching with a Criminal Record, (Training Room D), Margaret Gunter

Learn how to handle this tricky situation so that it doesn't interfere with your job search success.

Microsoft Excel 2010 Part 2 (Training Room C), Cindy Fulton

***Prior Excel experience required!!** Microsoft Excel has been identified as a leading software skill by businesses in the area. Learn to calculate across spreadsheets, use the IF statement/Logical Functions, apply conditional formatting, work with comments, create hyperlinks, and calculate with name ranges.

Mock Interviewing (Large Meeting Room), Vicki Swartzenberg

An overview of interviewing will be presented. Attendees will be expected to participate in a mini-interview in front of the class so as to improve their skills.

Networking to Assist in Your Job Search (Large Meeting Room), Dave Huelsing

Statistics indicate the majority of jobs are never publicly advertised. In this workshop you will learn the fundamentals of how to network, create your own brand to promote yourself, informational interviewing, and discover the connection networking has with today's social media.

Online Job Search Using LinkedIn (Large Meeting Room), Tim Riley

***Must be computer proficient, but workshop will NOT be hands on!** Learn basics of networking for job search online.

People Skills for Workplace Success (Training Room D), Suzanne Harris

It is often said that your hard skills get you the job but your people skills keep the job. Gain a solid understanding of what people skills are and their importance and use in the workplace. Learn the people skills employers seek and find out how to develop your people skills.

Resume Tips (Large Meeting Room), Holly Freeman

Learn the basics of putting together your professional resume. This lecture-style workshop will teach **you** how to write your own winning resume. Bring a current resume if you have one.

WorkKeys® Assessment (Training Room C), Julie Barro

WorkKeys® is a job skills assessment system. Testing will be administered in areas of: Applied Math, Locating Information, & Reading for Information.