

Workshop Schedule

In observance of Lincoln's Birthday and Presidents' Day, we will be closed Fri., Feb. 12, Sat., Feb. 13, and Mon., Feb. 15, 2010.

New Haven

One Stop Services Orientation

- Mon., Feb. 1, 9:00-11:00
- Tues. Feb. 2, 2:00-4:00
- Wed. Feb. 3, 9:00-11:00
- Wed. Feb. 3, 5:30-7:30
- Thurs. Feb. 4, 2:00-4:00
- Mon. Feb. 8, 9:00-11:00
- Tues. Feb. 9, 2:00-4:00
- Wed. Feb. 10, 9:00-11:00
- Thurs. Feb. 11, 2:00-4:00
- Tues. Feb. 16, 2:00-4:00
- Wed. Feb. 17, 9:00-11:00
- Wed. Feb. 17, 5:30-7:30
- Thurs. Feb. 18, 2:00-4:00
- Mon. Feb. 22, 9:00-11:00
- Tue. Feb. 23, 2:00-4:00
- Wed. Feb. 24, 9:00-11:00
- Thurs. Feb. 25, 2:00-4:00

Interviewing I

- Mon. Feb. 1, 9:00-11:00

Interviewing II (role play)

- Tues. Feb. 2, 2:00-4:00
- Tues. Feb. 9, 2:00-4:00
- Tues. Feb. 16, 2:00-4:00
- Tues. Feb. 23, 2:00-4:00

Resume Basics

- Thurs. Feb. 4, 1:30-3:30
- Thurs. Feb. 11, 1:30-3:30
- Thurs. Feb. 18, 1:30-3:30
- Thurs. Feb. 25, 1:30-3:30

STEM Orientation

- Tues. Feb. 2, 10:00-11:30

Job Application Basics

- Fri. Feb. 5, 9:00-11:00
- Fri. Feb. 19, 9:00-11:00
- Fri. Feb. 26, 9:00-11:00

Image Networking and Practical Job Search

- Thurs. Feb. 4, 9:00-11:00
- Wed. Feb. 10, 2:00-4:00
- Thurs. Feb. 18, 9:00-11:00
- Wed. Feb. 24, 2:00-4:00

New Haven, continued

The Targeted Job Search

- Thurs. Feb. 4, 1:30-3:30

Ex-Offenders Information Session

- Fri. Feb. 5, 9:30-12:00

Ex-Offenders A.P.O. Workshop

- Mon. Feb. 8, 11:00-1:00

Ex-Offenders Employment After Prison

- Thurs. Feb. 11, 9:30-12:00

Packaging and Marketing your Skills

- Thurs. Feb. 11, 9:00-11:00
- Thurs. Feb. 25, 9:00-11:00

Keyboarding

- Mon. Feb. 1, 2:00-4:00
- Mon. Feb. 8, 2:00-4:00
- Mon. Feb. 22, 2:00-4:00

Home Business Workshop

- Mon. Feb. 1, 6:00-7:30
- Mon. Feb. 8, 6:00-7:30
- Mon. Feb. 22, 6:00-7:30

Manufacturing Careers Orientation

- Tues. Feb. 16, 10:00-11:30

Computer Basics Part 1 of 2

- Tues. Feb. 2, 9:00-12:00
- Tues. Feb. 9, 9:00-12:00
- Tue. Feb. 16, 9:00-12:00
- Tue. Feb. 23, 9:00-12:00

Computer Basics Part 2 of 2

- Wed. Feb. 3, 9:00-12:00
- Wed. Feb. 10, 9:00-12:00
- Wed. Feb. 17, 9:00-12:00
- Wed. Feb. 24, 9:00-12:00

Exploring Career Values

- Fri. Feb. 19, 9:30-11:30

How To Keep a Job

- Wed. Feb. 3, 2:00-4:00
- Mon. Feb. 8, 9:00-11:00
- Wed. Feb. 17, 2:00-4:00
- Mon. Feb. 22, 9:00-11:00

The Navigators Series - Resources For People w/ Disabilities Who Want to Work

- Fri. Feb. 5, 1:00-3:30 Part I
- Fri. Feb. 19, 1:00-3:30 Part II
- Fri. Feb. 26, 1:00-3:30 Part III

New Haven, continued

Financial Literacy Workshops

Understanding the Importance of Good Credit

- Wed. Feb. 3, 11:00-1:00

Rebuilding Credit and Raising your FICO Score

- Wed. Feb. 16, 11:00-1:00

Hamden

One-Stop Services Orientations

- Wed. Feb. 3, 1:30-4:00
- Wed. Feb. 10, 1:30-4:00
- Wed. Feb. 17, 1:30-4:00
- Wed. Feb. 24, 1:30-4:00

Internet Job Search

- Tues. Feb. 9, 9:30-11:30 (DOL)

Computers for Beginners

- Thurs. Feb. 4, 9:00-11:00 (DOL)
- Tues. Feb. 23, 9:00-11:00 (DOL)

Time Management

- Fri. Feb. 5, 1:00-3:00
- Fri. Feb. 19, 1:00-3:00

Stress Management

- Fri. Feb. 26, 1:00-3:00

Manufacturing Careers Orientation

- Tues. Feb. 16, 1:00-2:30

Salary Negotiations

- Fri. Feb. 11, 10:00-12:00 (DOL)

Over 40 & Looking for Work

- Tues. Feb. 9, 9:00-1:00 (DOL)

Resume Basics Writing

- Tues. Feb. 2, 9:00-12:00 (DOL)

Interviewing Skills

- Mon. Feb. 1, 9:00-12:00 (DOL)

Advanced Interviewing

- Mon. Feb. 22, 9:00-12:00 (DOL)

STEM Orientation

- Wed. Feb. 10, 12:30-2:00

Job Search Strategies

- Fri. Feb. 5, 9:00-12:00 (DOL)

Social Networking

- Thurs. Feb. 25, 1:00-3:00 (DOL)

Meriden, continued

Resume Basics

- Wed. Feb. 3, 9:00-11:00

Resume Basics (Spanish)

- Mon. Feb. 8, 1:00-3:00

Resume Critique (instructor approval required)

- Wed. Feb. 10, 9:00-11:00

STEM Orientation

- Fri. Feb. 19, 12:30-2:00

One Stop Services Orientation

- Tues. Feb. 2, 9:00-11:30
- Thurs. Feb. 4, 1:00-3:30
- Mon. Feb. 8, 5:00-7:00
- Thurs. Feb. 11, 1:00-3:30
- Tues. Feb. 16, 9:00-11:30
- Thurs. Feb. 18, 1:00-3:30
- Mon. Feb. 22, 5:00-7:00
- Thurs. Feb. 25, 1:00-3:30

Computer Basics

- Thurs. Feb. 25, 9:00-11:00

Cover Letters That Get Results

- Mon. Feb. 1, 1:00-3:00
- Wed. Feb. 24, 9:00-11:00

Cover Letter Practice/Critique

- Mon. Feb. 8, 9:00-11:00

The Hidden Job Market

- Mon. Feb. 1, 9:00-11:00
- Fri. Feb. 26, 1:00-3:00

Interviewing Skills

- Wed. Feb. 3, 1:00-3:00

Job Search for Baby Boomers

- Thurs. Feb. 4, 5:00-6:30

Salary Negotiation and Role Play

- Thurs. Feb. 11, 1:00-3:00

Manufacturing Career Orientation

- Wed. Feb. 17, 11:00-12:30

Meriden Job Club for Ex-Offenders

- Thurs. Feb. 4, 10:00-12:00
- Thurs. Feb. 11, 10:00-12:00
- Thurs. Feb. 18, 10:00-12:00

Middletown

One Stop Services Orientation

- Mon. Feb. 1, 1:00-3:30
- Thurs. Feb. 4, 9:00-11:30
- Mon. Feb. 8, 1:00-3:30
- Thurs. Feb. 11, 9:00-11:30
- Thurs. Feb. 18, 9:00-11:30
- Mon. Feb. 22, 1:00-3:30
- Thurs. Feb. 25, 9:00-11:30

Cover Letters That Get Results

- Tues. Feb. 2, 1:00-3:00
- Tues. Feb. 23, 9:00-11:00

The Hidden Job Market

- Tues. Feb. 2, 9:00-11:00
- Tues. Feb. 23, 1:00-3:00

Money Management

- Tues. Feb. 9, 1:00-3:00

Coping with Stress

- Tues. Feb. 9, 9:00-11:00

Computers for Beginners

- Thurs. Feb. 4, 9:00-11:00

Salary Negotiation and Role Play

- Thurs. Feb. 25, 1:00-2:30

STEM Orientation

- Wed. Feb. 3, 10:00-11:30

Manufacturing Career Orientation

- Wed. Feb. 17, 1:30-3:00

See next page for the March schedule.



Workshop Schedule

New Haven

One Stop Services Orientation

- Mon., Mar. 1, 9:00-11:00
- Tues. Mar. 2, 2:00-4:00
- Wed. Mar. 3, 9:00-11:00
- Thurs. Mar. 4, 2:00-4:00
- Mon Mar. 8, 9:00-11:00
- Tues. Mar. 9, 2:00-4:00
- Wed. Mar. 10, 9:00-11:00
- Thurs. Mar. 11, 2:00-4:00
- Mon. Mar. 15, 9:00-11:00
- Tues. Mar. 16, 2:00-4:00
- Wed. Mar. 17, 9:00-11:00
- Thurs. Mar. 18, 2:00-4:00
- Mon. Mar. 22, 9:00-11:00
- Tue. Mar. 23, 2:00-4:00
- Wed. Mar. 24, 9:00-11:00
- Thurs. Mar.25, 2:00-4:00
- Mon. Mar. 29, 9:00-11:00
- Tues. Mar. 30, 2:00-4:00
- Wed. Mar. 31, 9:00-11:00

Interviewing I

- Mon. Mar. 1, 9:00-11:00
- Mon. Mar. 15, 9:00-11:00
- Mon. Mar. 29, 9:00-11:00

Interviewing II (role play)

- Tues. Mar. 2, 2:00-4:00
- Tues. Mar. 9, 2:00-4:00
- Tues. Mar. 16, 2:00-4:00
- Tues. Mar. 23, 2:00-4:00
- Tues. Mar. 30, 2:00-4:00

Resume Basics

- Thurs. Mar. 4, 1:30-3:30
- Thurs. Mar. 11, 1:30-3:30
- Thurs. Mar. 18, 1:30-3:30
- Thurs. Mar. 25, 1:30-3:30

STEM Orientation

- Tues. Mar. 16, 10:30-12:00

Job Application Basics

- Fri. Mar. 5, 9:00-11:00
- Fri. Mar. 12, 9:00-11:00
- Fri. Mar. 19, 9:00-11:00
- Fri. Mar. 26, 9:00-11:00

The Targeted Job Search

- Thurs. Mar. 4, 1:30-3:30

Image Networking and Practical Job Search

- Thurs. Mar. 4, 9:00-11:00
- Wed. Mar. 10, 2:00-4:00

New Haven, continued

- Thurs. Mar. 18, 9:00-11:00
- Wed. Mar. 31, 2:00-4:00

Ex-Offenders Information Session

- Fri. Mar. 5, 9:30-12:00

Ex-Offenders A.P.O. Workshop

- Fri. Mar. 12, 11:00-1:00

Ex-Offenders Employment After Prison

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Packaging and Marketing your Skills

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- Thurs. Mar. 25, 9:00-11:00

Keyboarding

- Mon. Mar. 1, 2:00-4:00
- Mon. Mar. 8, 2:00-4:00
- Mon. Mar. 15, 2:00- 4:00
- Mon. Mar. 22, 2:00-4:00
- Mon. Mar. 29, 2:00-4:00

Home Business Workshop

- Mon. Mar. 1, 6:00-7:30
- Mon. Mar. 8, 6:00-7:30
- Mon. Mar. 15, 6:00-7:30
- Mon. Mar. 22, 6:00-7:30
- Mon. Mar. 29, 6:00-7:30

Manufacturing Careers Orientation

- Tues. Mar. 16, 10:00-11:30

Computer Basics Part 1 of 2

- Tues. Mar. 2, 9:00-12:00
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- Tue. Mar. 16, 9:00-12:00
- Tue. Mar. 23, 9:00-12:00
- Tue. Mar. 30, 9:00-12:00

Computer Basics Part 2 of 2

- Wed. Mar. 3, 9:00-12:00
- Wed. Mar. 10, 9:00-12:00
- Wed. Mar. 17, 9:00-12:00
- Wed. Mar. 24, 9:00-12:00
- Wed. Mar. 31, 9:00-12:00

Exploring Career Values

- Fri. Mar. 5, 9:30-11:30
- Thurs. Mar. 25, 9:30-11:30

How To Keep a Job

- Wed. Mar. 3, 2:00-4:00
- Mon. Mar. 8, 9:00-11:00
- Wed. Mar. 17, 2:00-4:00
- Mon. Mar. 22, 9:00-11:00
- Wed. Mar. 24, 2:00-4:00

Career Exploration

- Mon. Mar. 8, 2:00-4:00
- Mon. Mar. 22, 9:00-11:00

New Haven, continued

The Navigators Series - Resources For People w/ Disabilities Who Want to Work

- Fri. Mar. 5, 1:00 – 3:30 Part I
- Fri. Mar. 12, 1:00 – 3:30 Part II
- Fri. Mar. 19, 1:00-3:30 Part III

The Navigator's Club For People with Disabilities

- Fri. Mar. 26, 1:00-3:00

Financial Literacy Workshops

Establishing a Relationship with a Financial Institution

- Wed. Mar. 3, 9:00-11:00

Applying for Consumer Loans and Credit Cards

- Thurs. Mar. 18, 9:00-11:00

Hamden

One-Stop Services Orientations

- Wed. Mar. 3, 1:30-4:00
- Wed. Mar. 10, 1:30-4:00
- Wed. Mar. 17, 1:30-4:00
- Wed. Mar. 24, 1:30-4:00
- Wed. Mar. 31, 1:30-4:00

Internet Job Search

- Tues. Mar. 9, 9:30-11:30 (DOL)

Computers for Beginners

- Thurs. Mar. 4, 9:00-11:00 (DOL)
- Fri. Mar. 26, 9:00-11:00 (DOL)

Time Management

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Stress Management

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Interviewing Skills

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Advanced Interviewing

- Thurs. Mar. 25, 9:00-12:00 (DOL)

Hamden, continued

STEM Orientation

- Wed. Mar. 10, 12:30-2:00

Job Search Strategies

- Fri. Mar. 5, 9:00-12:00 (DOL)

Social Networking

- Fri. Mar. 19, 10:00-12:00 (DOL)

Meriden

Resume Basics

- Wed. Mar. 3, 9:00-11:00
- Wed. Mar. 31, 1:00-3:00

Resume Basics (Spanish)

- Mon. Mar. 8, 9:00-11:00

Resume Critique (instructor approval required)

- Mon. Mar. 29, 9:00-11:00

STEM Orientation

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Computer Basics

- Mon. Mar. 1, 1:00-3:00
- Thurs. Mar. 25, 9:00-11:00

Computer Basics (Spanish)

- Wed. Mar. 17, 9:00-11:00

Cover Letters That Get Results

- Mon. Mar. 8, 1:00-3:00
- Wed. Mar. 31, 9:00-11:00

Cover Letter Practice/Critique

- Mon. Mar. 1, 9:00-11:00

Practice Interviewing by Videotape

- Fri. Mar. 26, 9:00-11:00

The Hidden Job Market

- Wed. Mar. 10, 9:00-11:00
- Mon. Mar. 29, 1:00-3:00

Interviewing Skills

- Wed. Mar. 3, 1:00-3:00
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Job Search for Baby Boomers

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Meriden, continued

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Money Management

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Time Management

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Coping with Stress

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Keyboarding

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Money Management

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Coping with Stress

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Computers for Beginners

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Salary Negotiation and Role Play

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STEM Orientation

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Manufacturing Career Orientation

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