

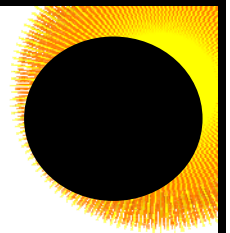


WORKSOURCE


281 SW 3RD Street
 Madras, OR 97741
 541-475-7118

AUGUST WORKSHOPS

ALL CLASSES REQUIRE ONLINE REGISTRATION UNLESS THERE IS OTHER SIGN UP INSTRUCTIONS



To Register: Go to www.imatchskills.org and log-in. Under the *Resources* section Select *"My Worksource"*. Then select the town and workshop to sign-up.

Monday	Tuesday	Wednesday	Thursday	Friday
	1 Intro to Computer 1:30 pm – 3:00 pm	2	3	4 Resume & Cover Letter Development 10:00 am – 11:30 am Applications 1:30 pm – 3:00 pm
7	8 Interview Preparation 1:30 pm – 3:00 pm	9	10 Social Networking / LinkedIn Profiles 10:00 am – 11:30 am	11 Career Assessments or Soft Skill Assessments 9:30 am – 11:30 am
14	15 Microsoft Word 1:30 pm – 3:00 pm	16	17 Resume & Cover Letter Development 1:30 pm – 3:00 pm	18
21 OFFICE CLOSED 	22	23	24 Interview Preparation 1:30 pm – 3:00 pm	25 NCRC Testing 8:30 am – 12:00 pm <i>Call 541-475-7118 to Sign-up</i>
28	29 Microsoft Excel 1:30 pm – 3:00 pm	30	31 Career Assessments or Soft Skill Assessments 1:30 pm – 3:30 pm	

ECWIB and COIC/WorkSource is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. If you need accommodation please give us a 5 day notice, call 541-475-7118.

****If you are 10 minutes late, please reschedule for the next class.****