



Jackson Service Center
 209 E. Washington Ave. Suite 100
 Jackson, MI 49201
 517-841-5627

August 2017

Monday

Tuesday

Wednesday

Thursday

Friday

	1 Résumé Strategies 1 – 4 pm	2 Interview to Impress 9 – 11:30 am Excel Basics 1 – 4 pm	3 Internet Job Searching 9 am – 12 pm Open Hours 1 – 5 pm	4 TABE 9 am – 12 pm
7 TABE 1 – 4 pm	8 Open Hours 8:30 – 11:30 am Basic Computer Skills 1 – 4 pm	9 Résumé Strategies 9 am – 12 pm Interview to Impress 1 – 3:30 pm	10 Employability Skills 1 – 4 pm	11 TABE 9 am – 12 pm
14	15 Interview to Impress 9 – 11:30 am TABE 1 – 4 pm	16 Word that Works 9 am – 12 pm Résumé Strategies 1 – 4 pm	17 Open Hours 8:30 – 11:30 am Internet Job Searching 1 – 4 pm	18 TABE 9 am – 12 pm
21 TABE 1 – 4 pm	22 Résumé Strategies 9 am – 12 pm Interview to Impress 1 – 3:30 pm	23 Basic Computer Skills 9 am – 12 pm	24 Employability Skills 9 am – 12 pm Open Hours 1 – 5 pm	25 TABE 9 am – 12 pm
28 TABE 1 – 4 pm	29 Internet Job Searching 9 am – 12 pm Résumé Strategies 1 – 4 pm	30 Interview to Impress 9 – 11:30 am Open Hours 1 – 5 pm	31 Excel Basics 9 am – 12 pm Word that Works 1 – 4 pm	

Visit www.mwse.org to reserve your spot

All workshops are free of charge | All items are subject to change