



December 2017

Monday	Tuesday	Wednesday	Thursday	Friday
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				1 TABE Assessment 9 am - 12 pm
4 Open Hours 9 am – 11:30 am <hr/> TABE Assessment 1pm - 4 pm	5 Excel Basics 9 am - 12 pm <hr/> Interview to Impress 1:30 pm - 4:30 pm	6 Computer Crashcourse 9 am - 12 pm <hr/> Resume Strategies 1 pm – 4 pm	7 Job Applications, Cover Letters & References 9 am - 12 pm <hr/> Employability Skills 1 pm - 4 pm	8 TABE Assessment 9 am – 12 pm
11 PDC CLOSED	12 Employability Skills 9 am - 12 pm <hr/> TABE Assessment 1 pm - 4 pm	13 Word that Works! 9 am - 12 pm <hr/> Resume Strategies 1pm - 4 pm	14 Professional Development Center CLOSED 9 am – 12 pm <hr/> Interview to Impress 1:30 pm – 4:30 pm	15 Service Center Closed
18 Individual Appts. 9 am – 11:30 am <hr/> TABE Assessment 1pm – 4 pm	19 Open Hours 10 am - 12 pm <hr/> Interview to Impress 1:30 pm - 4:30 pm	20 Computer Crashcourse 9 am – 12 pm <hr/> Internet Job Search 1:30 – 4:30 pm	21 Job Applications, Cover Letters & References 1 pm - 4 pm	22 Service Center Closed
25 Service Center Closed	26 Professional Development Center Closed	27 Employability Skills 9 am – 12 pm <hr/> TABE Assessment 1pm – 4 pm	28 Interview to Impress 9 am- 12 pm <hr/> Resume Strategies 1:30 pm – 4:30 pm	29 Service Center Closed

Visit www.mwse.org to reserve your spot

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

