

Monday	Tuesday	Wednesday	Thursday	Friday
			1 TABE 8:30am	2 Ace the Interview! Interview Tips & Tricks 9:00am - 10:30am
5 AJC Orientation 9:00am - 10:00am Jobs4TN: Certification & Job Search 10:30am – 11:30am	6	7 Typing and Keyboarding 101 10:00am - 11:00am	8 TABE 8:30am	9 Resumé Success and Writing Lab 9:00am - 10:30am
12 AJC Orientation 9:00am - 10:00am Jobs4TN: Certification & Job Search 10:30am – 11:30am	13	14 	15 TABE 8:30am	16 Ace the Interview! Interview Tips & Tricks 9:00am - 10:30am
19 Office Closed 	20 Financial Literacy "Money 101" 10:00am - 11:30am	21 Computer Basics (Email and Messaging) 10:00am - 11:00am	22 TABE 8:30am	23 Resumé Success and Writing Lab 9:00am - 10:30am
26 AJC Orientation 9:00am - 10:00am Jobs4TN: Certification & Job Search 10:30am – 11:30am	27	28	29 TABE 8:30am	30 Ace the Interview! Interview Tips & Tricks 9:00am - 10:30am

Employment Workshops

Registration is Required

Visit www.jobs4tn.gov to create an account

AJC Orientation- Introduction to American Job Center services to provide information that can make your career search successful. Dynamic networks including employment, educational, training, & referral opportunities.

Jobs4TN: *Certifications & Job Search* – Step by step process for completing weekly certifications for unemployment. You will also learn how to job search and set up your virtual recruiter in Jobs4tn.

Career Adventure: *Career Planning & Decision Making* – Develop a roadmap for your success by completing self-assessments that will show what jobs you will succeed in based on your personality, abilities, interests, values, & personal experiences. Learn tools for researching occupations which will assist you in setting your goals and developing your own career plan!

Resumé Success and Writing Lab – Learn how to develop a résumé that will market yourself to the people that do the hiring. As a bonus you will also learn how to successfully complete applications and how to develop cover letters. Develop your own résumé!

Ace the Interview - *Tips and Tricks to Impress the Employer* – Learn how to answer interview questions & build a pitch statement. You will also learn the types of interviews, tips for interview etiquette, correct body language, dressing for success, developing thank-you letters & online refresher courses.

Financial Literacy - *Money 101: Surviving a Lay-off or Job Change*: Valuable Training Materials & Tools provided for future preparation, budget setting, credit issue prevention, debt consolidation & financial goals.

Typing 101 and Computer Basics – These hands-on classes offers individuals a chance to become familiar with computer terminology. Learn and explore physical parts of a computer, functions/features of the Windows operating system, and core features of Microsoft Word. Navigate the World Wide Web via Internet including setting up a free web e-mail account and learning how to compose, send & reply to messages.

Mature Worker – Targets resumes and cover letters, interview readiness, training/retraining opportunities, community resources and more.

ABE/ASE - If you are an adult who's looking to go back to school for a high school diploma, it can be tough to assess your options for pursuing that goal. Adult Basic Education/Adult Secondary Education helps individuals meet the necessary educational requirements that are needed to return to work as quickly as possible.

TABE – The Comprehensive Adult Student Assessment System (CASAS) is an educational assessment of basic skills for youth and adults that use curricular tools to target instruction. The Test for Adult Basic Education (TABE) is used to determine a person's skill levels and aptitudes in reading, math and English.

This project is funded under an agreement with the Tennessee Department of Labor and Workforce Development. WIOA Title I financially assisted program activities, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities and/or limited English proficiency.

TDD/TTY: (423)-610-0134 or (423)-547-7511