

Mon	Tue	Wed	Thu	Fri
2  <p style="text-align: center;"><b>HOLIDAY</b></p>	3 8:30-12:30 Business Writing 8:30-4:30 Executive Coaching  12:45-4:45 Into to Computers 101	4 8:30-12:30 Business Writing 9:00-12:00 Emotional Intelligence (1 of 2)  12:45-4:45 Into to Computers 101 1:00-4:00 Job Search in Silicon Valley	5 8:30-12:30 Business Writing 8:30-4:30 Resume/ LinkedIn Critique  12:45-4:45 Into to Computers 101	6 8:30-12:30 Business Writing 9:00-12:00 Emotional Intelligence (2 of 2)  12:45-4:45 Into to Computers 101 1:00-4:00 Resume Development
9 9:00-3:30 Project Management Fundamentals 9:00-4:00 Interviewing 101  12:45-4:45 MS PowerPoint Basic	10 9:00-3:30 Project Management Fundamentals 8:30-4:30 Career Development  12:45-4:45 MS PowerPoint Basic	11 9:00-3:30 Project Management Fundamentals 9:00-12:00 Resume Development  12:45-4:45 MS PowerPoint Basic 1:30-4:30 Career Explorations (1 of 2)	12 9:00-3:30 Project Management Fundamentals 8:30-4:30 Resume/ LinkedIn Critique  12:45-4:45 MS PowerPoint Basic	13 9:00-3:30 Project Management Fundamentals 9:00-12:00 Career Explorations (2 of 2)  12:45-4:45 MS PowerPoint Basic

Workshop Pre-Requisites: Please refer to the current work2future Workshop Catalog for information regarding workshops that require a pre-requisite.

If you are enrolled in a workshop **you must arrive at the workshop ten minutes early to claim your seat**. If you do not arrive ten minutes early your seat may be given to someone on the wait list. If you are late to a workshop (you arrive between ten minutes from the beginning of the workshop to the workshop start time) and there are still seats available for the workshop you will be given a seat. Classes start ON TIME. Anyone entering the class late will NOT be allowed into the class unless you have a validated excuse from the front office. (The excuse must be an emergency or job related – e.g., medical appointment or Interview; proof of such must be showed to be accepted)

<p>16 8:30-12:30 Presentation Survival Skills 9:00-12:00 Emotional Intelligence (1 of 2)</p> <p>12:45-4:45 MS PowerPoint Intermediate 2:00-4:00 LinkedIn Lab.</p>	<p>17 8:30-12:30 Presentation Survival Skills 8:30-4:30 Executive Coaching</p> <p>12:45-4:45 MS PowerPoint Intermediate</p>	<p>18 8:30-12:30 Presentation Survival Skills 9:00-12:00 Job Search in Silicon Valley</p> <p>12:45-4:45 MS PowerPoint Intermediate 1:00-4:00 Resume Development</p>	<p>19 8:30-12:30 Presentation Survival Skills 8:30-4:30 Resume/ LinkedIn Critique</p> <p>12:45-4:45 MS PowerPoint Intermediate</p>	<p>20 9:00-12:00 Emotional Intelligence (2 of 2)</p> <p>12:45-4:45 MS PowerPoint Intermediate</p>
<p>23 8:30-12:30 Google Drive 9:00-4:00 Interviewing 101</p> <p>12:45-4:45 Supreme Customer Service</p>	<p>24 8:30-12:30 Google Drive 8:30-4:30 Career Development</p> <p>12:45-4:45 Supreme Customer Service</p>	<p>25 8:30-12:30 Google Drive 9:00-12:00 Resume Development</p> <p>12:45-4:45 Supreme Customer Service 1:30-4:30 Career Explorations (1 of 2)</p>	<p>26 8:30-12:30 Google Drive 8:30-4:30 Resume/ LinkedIn Critique</p> <p>12:45-4:45 Supreme Customer Service</p>	<p>27 8:30-12:30 Google Drive 9:00-12:00 Career Explorations (2 of 2)</p> <p>12:45-4:45 Supreme Customer Service</p>

# One Stop Partners Colocation Schedule @ San Jose Job Center

# SEPTEMBER 2019

Mon	Tue	Wed	Thu	Fri
<p>2</p> <p><b>HOLIDAY</b></p>	<p>3</p> <p>10:00-11:00 San Jose Job Corps.</p>	<p>4</p> <p>9:30-10:30 Sourcewise 10:00-12:00 CET 12:30-3:30 Adult &amp; Community Education 1:00-5:00 Social Services of SCC</p>	<p>5</p> <p>9:00-10:00 San Jose Evergreen CC District</p>	<p>6</p>
<p>9</p> <p>10:30-11:30 Foothill-DeAnza CC District (FHDA)</p>	<p>10</p> <p>10:00-11:00 San Jose Job Corps.</p>	<p>11</p> <p>9:30-10:30 Sourcewise 10:00-12:00 CET 12:30-3:30 Adult Community Ed.</p>	<p>12</p> <p>9:00-10:00 San Jose Evergreen CC District</p>	<p>13</p>
<p>16</p> <p>10:30-11:30 Foothill-DeAnza CC District (FHDA)</p>	<p>17</p> <p>10:00-11:00 San Jose Job Corps.</p>	<p>18</p> <p>9:30-10:30 Sourcewise 10:00-12:00 CET 12:30-3:30 Adult Community Ed.</p>	<p>19</p>	<p>20</p>
<p>23</p> <p>10:30-11:30 Foothill-DeAnza CC District (FHDA)</p>	<p>24</p> <p>10:00-11:00 San Jose Job Corps.</p>	<p>25</p> <p>9:30-10:30 Sourcewise 10:00-12:00 CET 12:30-3:30 Adult Community Ed.</p>	<p>26</p> <p>9:00-10:00 San Jose Evergreen CC District</p>	<p>29</p>