

September 2017
San Jose Job Center

1601 Foxworthy Ave, San Jose, CA 95118 408-794-1101

Client Name/ State ID # _____

Career Adviser _____

Mon	Tue	Wed	Thu	Fri
4 HOLIDAY	5 9:00-3:00 Resume Development/ Lab	6 8:30-12:30 Career Exploration 1:30-3:30 Skills Match Lab	6	8 8:30-4:30 Resume Critique
11 9:30-11:30 Skills Match Lab 1:00-4:30 Networking Techniques	12 8:30-4:30 Career Development	13 8:30-12:30 Job Search workshop 1:30-3:30 Skills Match Lab	14	15 8:30-4:30 Resume Critique

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)

Mon	Tue	Wed	Thu	Fri
<p>18</p> <p>9:30-11:30 Skills Match Lab</p> <p>1:00-4:30 Interviewing 101</p>	<p>19</p>	<p>20</p> <p>8:30-12:30 Career Exploration</p> <p>1:30-3:30 Skills Match Lab</p>	<p>21</p>	<p>22</p> <p>8:30-4:30 Resume Critique</p>
<p>25</p> <p>9:30-11:30 Skills Match Lab</p> <p>1:00-4:30 Networking Techniques</p>	<p>26</p> <p>8:30-4:30 Career Development</p>	<p>27</p> <p>8:30-12:30 Job Search workshop</p> <p>1:30-3:30 Skills Match Lab</p>	<p>28</p>	<p>29</p> <p>8:30-4:30 Resume Critique</p>