



# KCR/WORKSOURCE AFFILIATE

1211 BAY ST PORT ORCHARD WA 98366

(360) 473-2144 ext.1

# January



**\*\*CLIENTS MUST SIGN UP AHEAD OF TIME\*\***



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2  <b><u>CLOSED IN OBSERVANCE OF NEW YEARS</u></b>	3  <u>9:00am-12:00pm</u> #2 Skills/Abilities Analysis	4  <u>1:00pm-4:00pm</u> <i>Beginners</i> Resume Development Lab	5  <u>9:00am-12:00pm</u> #3 Job Search Strategies <u>9:00am-1:00pm</u> Intro to Word 2007 <u>1:00pm-5:00pm</u> Intro to Excel 2007	6
9  <u>10:00am-10:45am</u> WIA Orientation	10  <u>9:00am-12:00pm</u> #4 Perfecting Applications	11  <u>1:00pm-4:00pm</u> <i>Advanced</i> Resume Development Lab	12  <u>9:00am-12:00pm</u> #5 Cover Letters/Resumes  <u>9:00am-1:00pm</u> Intro to PowerPoint 2007	13
16  <b><u>CLOSED IN OBSERVANCE OF M.L.K. DAY</u></b>	17  <u>9:00am-12:00pm</u> #6 Interviewing Techniques	18  <u>1:00pm-4:00pm</u> <i>Beginners</i> Resume Development Lab  <u>3:00pm-3:30pm</u> Pathways Orientation	19  <u>9:00am-12:00pm</u> #2 Skills/Abilities Analysis  <u>9:00am-1:00pm</u> Intro to Word 2007	20
23  <u>10:00am-10:45am</u> WIA Orientation	24  <u>9:00am-12:00pm</u> #3 Job Search Strategies	25  <u>1:00pm-4:00pm</u> <i>Advanced</i> Resume Development Lab	26  <u>9:00am-12:00pm</u> #4 Perfecting Applications  <u>9:00am-1:00pm</u> Intro to Excel 2007	27
30  <u>10:00am-10:45am</u> WIA Orientation	31  <u>9:00am-12:00pm</u> #5 Cover Letters/Resumes			

South Kitsap WorkSource Affiliate is an equal opportunity provider of employment and training services. Auxiliary aids/services are available upon request to persons with disabilities. Dial 711 for the Washington Relay service.