


AMERICAN JOB CENTER

2700 MIDDLEBROOK PIKE – SUITE 100

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February 2018

PLEASE SEE REVERSE SIDE FOR WORKSHOP DESCRIPTIONS

Monday	Tuesday	Wednesday	Thursday	Friday
			1 11:00 – 2:00 TABE Testing 1:00 Soft Skills Workshop 3:00 WIOA Training Orientation	2
5 3:00 “Computer’s Won’t Byte” (Basic Computer Skills Workshop)	6 8:30a - 12:15p FASFA & College Assistance 11:00 – 2:00 TABE Testing 1:00 Soft Skills Workshop 2:00 CareerScope	7 9:30 Remodel Your Resume & Cover Letter 11:00 Polish Your Interviewing Skills 11:00 Job Corps Information Session 2:30 Jobs4tn.gov Workshop	8 11:00 – 2:00 TABE Testing 1:00 Soft Skills Workshop 3:00 WIOA Training Orientation	9
12 3:00 “Computer’s Won’t Byte” (Basic Computer Skills Workshop)	13 8:30a -12:15p FASFA & College Assistance 11:00 – 2:00 TABE Testing 10:00 Job Club 1:00 Soft Skills Workshop 2:00 CareerScope	14 9:30 Remodel Your Resume & Cover Letter 11:00 Polish Your Interviewing Skills 11:00 Job Corps Information Session	15 9:00 – 1:00 KnoxWorks Job Fair @ Cedar Springs Presbyterian Church 11:00 – 2:00 TABE Testing 1:00 Soft Skills Workshop 3:00 WIOA Training Orientation	16
19 <i>OFFICE CLOSED</i> 	20 8:30a -12:15p FASFA & College Assistance 11:00 – 2:00 TABE Testing 1:00 Soft Skills Workshop 2:00 CareerScope	21 10a - 12p - Multi-Employer Job Fair 9:30 Remodel Your Resume & Cover Letter 11:00 Polish Your Interviewing Skills 11:00 Job Corps Information Session 2:30 Jobs4tn.gov Workshop	22 11:00 – 2:00 TABE Testing 1:00 Soft Skills Workshop 3:00 WIOA Training Orientation	23
26 9a-12p Credit & Money Mgmt. Workshop 3:00 “Computer’s Won’t Byte” (Basic Computer Skills Workshop)	27 8:30a -12:15p FASFA & College Assistance 11:00 – 2:00 TABE Testing 10:00 Job Club 1:00 Soft Skills Workshop 2:00 CareerScope	28 9:30 Remodel Your Resume & Cover Letter 11:00 Polish Your Interviewing Skills 11:00 Job Corps Information Session		