



**Geauga County**

A proud partner of the American Job Center network

**Events Calendar - February 2018**

| <i>Mon</i>  | <i>Tue</i>  | <i>Wed</i>  | <i>Thu</i>   | <i>Fri</i>                    |
|---|---|---|--|-------------------------------|
|   |   |   | 1  | 2                             |
|   |   |   | MS Word Workshop<br>10-11am CC<br><br>MS Excel Workshop<br>1-2 pm CC | E-Mail Workshop<br>10-11am CC |
| 5   | 6   | 7   | 8  | 9                             |
| Aspire / GED<br>9-11:30 am BR2  | Aspire / GED<br>9-11:30 am CR2<br><br>LinkedIn Workshop<br>10-11 am CC<br>Resume Workshop<br>1-2 pm CC<br><br><b>CDL Information Open House</b><br>4 pm & 5:30 pm<br>BR 1 & 2 | Intro to Computers Workshop<br>1-2 pm CC  | MS Word Workshop<br>10-11am CC<br><br>MS Excel Workshop<br>1-2 pm CC | E-Mail Workshop<br>10-11am CC |
| 12  | 13  | 14  | 15   | 16                            |
| Aspire / GED<br>9-11:30 am BR2  | Aspire / GED<br>9-11:30 am BR2<br><br>LinkedIn Workshop<br>10-11 am CC<br><br>Resume Workshop<br>1-2 pm CC  | Intro to Computers Workshop<br>1-2 pm CC  | MS Word Workshop<br>10-11am CC<br><br>MS Excel Workshop<br>1-2 pm CC | E-Mail Workshop<br>10-11am CC |
| 19  | 20  | 21  | 22   | 23                            |
| <b>President's Day<br/>Agency Closed</b><br><br> | Aspire / GED<br>9-11:30 am BR2<br><br>LinkedIn Workshop<br>10-11 am CC<br><br>Resume Workshop<br>1-2 pm CC  | Intro to Computers Workshop<br>1-2 pm CC  | MS Word Workshop<br>10-11am CC<br><br>MS Excel Workshop<br>1-2 pm CC | E-Mail Workshop<br>10-11am CC |
| 26  | 27  | 28  |  |                               |
| Aspire / GED<br>9-11:30 am BR2  | Aspire / GED<br>9-11:30 am CR1<br><br>LinkedIn Workshop<br>10-11 am CC<br><br>Resume Workshop<br>1-2 pm CC  | <b>Job Readiness Seminar</b><br>9am-2pm BR2<br><br>Intro to Computers Workshop<br>Cancelled |  |                               |