



February

WORKFORCE SOLUTIONS

RURAL CAPITAL AREA

2012

GED CLASSES: 8:30am-12Noon—Tues-Fri and 5:00pm-8:00pm—Tues & Wed
*****Computer Classes:** Learner Web self paced class Broadband Class—You **MUST Register PRIOR** to attending***

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1.) 8:30—1030: TANF Orientation 10:30: TAA Orientation 10:00-11:30am: Career Connection	2.) 8:30—1030: TANF Orientation 10:30 WIA / NEG Eligibility 2:00 PM RESERVATION *** REQUIRED *** **2:00 Computer Class** 3:00 PM to 7:00 PM VITA Tax Assistance	3.) Career Coach Sign up for appointment
6.) 9:30-11:30am Effective Resume Writing Part 1 1:30 — 3:00pm Preparing for Job Interview Part 1 3:00 PM to 7:00 PM VITA Tax Assistance	7.) 2:00-2:30pm: UI 2:30— 3:30pm What Job is Right for You? Intro to discussing the right job	8.) 8:30—1030: TANF Orientation 10:00-3:30: WIA Meeting	9.) Veteran's Workshop 10AM : Job Search FAQ 1PM: Veteran's Benefits 1:30pm: FAFSA / Pell Grant 3:00 PM to 7:00 PM VITA Tax Assistance	10.) Career Coach Sign up for appointment 10:30 NEG Orientation
13.) 9:30-11:30am RESERVATION *** REQUIRED *** Follow Up Resume Review Part 2 3:00 PM to 7:00 PM VITA Tax Assistance	14.) 2:00-2:30pm: UI 2:30-3:30am RESERVATION *** REQUIRED *** 2:30— 3:30pm Part 1 Discovering the Right Job Skills & Interest	15.) 8:30—1030: TANF Orientation 10:30: TAA Orientation 10:00-11:30am: Career Connection	16.) 8:30—1030: TANF Orientation 10:30 WIA / NEG Eligibility 2:00 PM RESERVATION *** REQUIRED *** 3pm: Circulo Busquedante Trabajo 3:00 PM to 7:00 PM VITA Tax Assistance	17.) Career Coach Sign up for appointment
20.) OFFICE CLOSED Presidents Day 	21.) 2:00-2:30pm: UI 2:30-3:30am RESERVATION *** REQUIRED *** 2:30— 3:30pm Part II Discovering the Right Job Values & Interest	22.) 8:30—1030: TANF Orientation 10:00-11:30am: Career Connection	23.) 8:30—1030: TANF Orientation 2:00PM RESERVATION *** REQUIRED *** ***2:00 Computer Class** 3:00 PM to 7:00 PM VITA Tax Assistance	24.) Career Coach Sign up for appointment 10:30 NEG Orientation
27.) 9:30-11:30am Effective Resume Writing Part 1 1:30 — 3:00pm Preparing for Job Interview Part 1 3:00 PM to 7:00 PM VITA Tax Assistance	28.) 2:00-2:30pm: UI 2:30-3:30am RESERVATION *** REQUIRED *** 2:30— 3:30pm Part III Discovering the Right Job Reality Check Your Options / Labor Market Research	29.) 8:30—1030: TANF Orientation 10:30: TAA Orientation 10:00-11:30am: Career Connection	*** You must register for computer classes PRIOR to attending***	

Workforce Solution Rural Capital Area—53 Loop 150 West—1-866-518-0575—512-303-3916—Fax: 512-303-4352

Equal Opportunity Employer Program: Auxiliary Aids and Services available upon request to individuals with disabilities. Relay Texas: 1-800-735-2989 (TDD) & 1-800-735-2988 (Voice)