



# Job Connection Center

# June

## 2019

Monday	Tuesday	Wednesday	Thursday	Friday
		29 <b>Resume Building</b> 1pm – 2pm	30 <b>Internet Basics</b> 1pm – 2pm	31 <b>Open Hours</b> 8:30am – 4:30pm
3 <b>Computer Basics</b> 1pm – 2pm	4 <b>Soft Skills</b> 1pm - 2pm	5 <b>Resume Building</b> 1pm – 2pm	6 <b>Internet Basics</b> 1pm – 2pm	7 <b>Open Hours</b> 8:30am – 4:30pm
10 <b>Computer Basics</b> 1pm – 2pm	11 <b>Soft Skills</b> 1pm - 2pm	12 <b>Resume Building</b> 1pm – 2pm	13 <b>Internet Basics</b> 1pm – 2pm	14 <b>Open Hours</b> 8:30am – 4:30pm
17 <b>Computer Basics</b> 1pm – 2pm	18 <b>Soft Skills</b> 1pm - 2pm	19 <b>Resume Building</b> 1pm – 2pm	20 <b>Internet Basics</b> 1pm – 2pm	21 <b>Open Hours</b> 8:30am – 4:30pm
24 <b>Computer Basics</b> 1pm – 2pm	25 <b>Soft Skills</b> 1pm - 2pm	26 <b>Resume Building</b> 1pm – 2pm	27 <b>Internet Basics</b> 1pm – 2pm	28 <b>Open Hours</b> 8:30am – 4:30pm

**Open**  
**Monday – Friday**  
**8:30am – 4:30pm**

**2600 W Sylvania**  
**Ave**  
**Toledo, Ohio**  
**43614**

**419 – 214 - 3123**



# **All Workshops provided by Goodwill**

Please reference our online calendar for any updates: [goodwillnwohio.com](http://goodwillnwohio.com)

**Computer Basics:** This workshop is designed to help individuals with basic computer terminology and skills. We will guide you in creating documents with Microsoft Office and Google Suite.

**Soft Skills:** This workshop is designed to help individuals prepare for a job interview. It provides communication tips, strategies to problem solve, and an opportunity to best practice these soft skills.

**Resume Building:** This workshop is designed to prepare individuals to write a resume. It provides preparation tips, strategies for resume writing, and an opportunity to start a resume or improve an existing resume.

**Internet Basics:** This workshop is designed to help guide individuals with web browsing in Google Chrome, Internet Explorer, along with setting up your own email account. This workshop includes knowledge of online safety, and how to utilize social media.

**Job Fairs every Tuesday 11am – 2pm**