



Job Connection Center

February

2020

Monday	Tuesday	Wednesday	Thursday	Friday
Jan 27 Computer Basics 1pm - 2pm	Jan 28 Soft Skills 1pm - 2pm	Jan 29 Resumes, Cover Letters, & Online Applications 1pm - 2pm	Jan 30 Internet Basics & Social Media Navigation 1pm - 2pm	Jan 31 Open Hours 8:30am - 4:30pm
3 Computer Basics 1pm - 2pm	4 Soft Skills 1pm - 2pm	5 Resumes, Cover Letters, & Online Applications 1pm - 2pm	6 Internet Basics & Social Media Navigation 1pm - 2pm	7 Open Hours 8:30am - 4:30pm
10 Computer Basics 1pm - 2pm	11 Soft Skills 1pm - 2pm	12 Resumes, Cover Letters, & Online Applications 1pm - 2pm	13 Internet Basics & Social Media Navigation 1pm - 2pm	14 Open Hours 8:30am - 4:30pm
17 Computer Basics 1pm - 2pm	18 Soft Skills 1pm - 2pm	19 Resumes, Cover Letters, & Online Applications 1pm - 2pm	20 Internet Basics & Social Media Navigation 1pm - 2pm	21 Open Hours 8:30am - 4:30pm
24 Computer Basics 1pm - 2pm	25 Soft Skills 1pm - 2pm	26 Resumes, Cover Letters, & Online Applications 1pm - 2pm	27 Internet Basics & Social Media Navigation 1pm - 2pm	28 Open Hours 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

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

Resources: This workshop helps individuals prepare find online and local resources in the Lucas County area. It provides strategies to problem solve and an opportunity in online searching for the resources you may need. Additional information on how to fill out applications for the local Job & Family Services, etc.

Resumes, Cover Letters, & Online Applications: This workshop prepares individuals to create and write resumes, cover letters, and navigating online applications. It provides preparation tips, strategies for resume and cover writing letter, and an opportunity to start a resume or improve an existing resumes. This workshop will include information on job interviews and soft skills.

Internet Basics: This workshop helps guide individuals with web browsing in Google Chrome, Internet Explorer, along with understanding how to utilize the internet as a resource. This workshop includes understanding online safety, and how to utilize social media and understand what fits you.