

408-794-1101 | Online Sessions

San Jose Job Center Calendar

1608 Las Plumas Ave, San José

JUNE 2023

Please note workshops will only be offered the first two weeks of June. Regularly scheduled workshops will resume in July.

For more information and enrollment in a class, please speak to your Career Advisor. The last day to register is the Friday at 12 pm before the first class session.

Each class listed on the Calendar takes place in week long sessions, unless noted otherwise.

To learn more about each course visit work2future.org/workshops

WORKSHOPS ARE PROVIDED AT NO COST TO WORK2FUTURE CLIENTS



Library workshops are virtual & open to all, no prerequisites required

EDD Navigating Job Boards: Class registration is pre-set by EDD.

For In-person workshops: We recommend arriving ten [10] minutes prior to the start time of the workshop to ensure admittance. Late arrivals will not be admitted to class out of courtesy for our instructors and participants.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
5 9:00-1:00 Microsoft 365 Word Basic (1/5) 9:00-1:00 Google Suite Create and Connect (1/5) 1:00-4:00 Six Sigma (Week 1) 1:00-4:00 Microsoft 365 Outlook Basic (1/5) 1:00-4:00 Entrepreneurship 101 (1/5)	6 9:00-1:00 Microsoft 365 Word Basic (2/5) 9:00-1:00 Google Suite Create and Connect (2/5) 9:00-1:00 Bookkeeping And Accounting Basics 1:00-4:00 Six Sigma (Week 1) 1:00-4:00 Microsoft 365 Outlook Basic (2/5) 1:00-4:00 Entrepreneurship 101 (2/5)	7 9:00-1:00 Microsoft 365 Word Basic (3/5) 9:00-1:00 Google Suite Create and Connect (3/5) 9:00-1:00 Bookkeeping And Accounting Basic (2/4) 1:00-4:00 Six Sigma (Week 1) 1:00-4:00 Microsoft 365 Outlook Basic (3/5) 1:00-4:00 Entrepreneurship 101 (3/5)	8 9:00-1:00 Microsoft 365 Word Basic (4/5) 9:00-1:00 Google Suite Create and Connect (4/5) 9:00-1:00 Bookkeeping And Accounting Basic (3/4) 1:00-4:00 Six Sigma (Week 1) 1:00-4:00 Microsoft 365 Outlook Basic (4/5) 1:00-4:00 Entrepreneurship 101 (4/5)	9 9:00-1:00 Microsoft 365 Word Basic (5/5) 9:00-1:00 Google Suite Create and Connect (5/5) 9:00-12:00 Bookkeeping And Accounting Basic (4/4) 1:00-4:00 Six Sigma (Week 1) 1:00-4:00 Microsoft 365 Outlook Basic (5/5) 1:00-4:00 Entrepreneurship 101 (5/5)
12 9:00-1:00 Microsoft 365 Word Intermediate (1/5) 9:00-1:00 Promoting Webinars and Marketing for Small Business (1/5) 1:00-4:00 Microsoft 365 Outlook Intermediate (1/5) 1:00-4:00 Six Sigma (Week 2) 1:00-4:00 Building your Online Business and Vendor Management Essentials (1/5)	13 9:00-1:00 Microsoft 365 Word Intermediate (2/5) 9:00-1:00 Promoting Webinars and Marketing for Small Business (2/5) 9:00-1:00 Bookkeeping + Accounting Intermediate (1/4) 1:00-4:00 Microsoft 365 Outlook Intermediate (2/5) 1:00-4:00 Six Sigma (Week 2) 1:00-4:00 Building your Online Business and Vendor Management Essentials (2/5)	14 9:00-1:00 Microsoft 365 Word Intermediate (3/5) 9:00-1:00 Promoting Webinars and Marketing for Small Business (3/5) 9:00-1:00 Bookkeeping + Accounting Intermediate (2/4) 1:00-4:00 Microsoft 365 Outlook Intermediate (3/5) 1:00-4:00 Six Sigma (Week 2) 1:00-4:00 Building your Online Business and Vendor Management Essentials (3/5)	15 9:00-1:00 Microsoft 365 Word Intermediate (4/5) 9:00-1:00 Promoting Webinars and Marketing for Small Business (4/5) 9:00-1:00 Bookkeeping + Accounting Intermediate (3/4) 1:00-4:00 Microsoft 365 Outlook Intermediate (4/5) 1:00-4:00 Six Sigma (Week 2) 1:00-4:00 Building your Online Business and Vendor Management Essentials (4/5)	16 9:00-1:00 Microsoft 365 Word Intermediate (5/5) 9:00-1:00 Promoting Webinars and Marketing for Small Business (5/5) 9:00-12:00 Bookkeeping + Accounting Intermediate (4/4) 1:00-4:00 Microsoft 365 Outlook Intermediate (5/5) 1:00-4:00 Six Sigma (Week 2) 1:00-4:00 Building your Online Business and Vendor Management Essentials (5/5)

LAS PLUMAS WEEKLY WORKSHOPS

Resume Development - Monday & Wednesday, 9:30-12:00

Resume Critique - Tuesday, 9:30-12:00

Interview Techniques - Thursday, 9:30-12:00

Job Search Fundamentals - Monday-Thursday 1:30-4:00

EDD Navigating Job Boards - Every Other Friday, 10:00-12:00