

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

Las Plumas Job Readiness 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, Tuesday + Wednesday 1:30-4:00
EDD Navigating Job Boards	Every Other Friday 10:00-12:00

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.

WORKSHOPS ARE PROVIDED AT NO COST TO WORK2FUTURE CLIENTS

AUGUST 2023 ONLINE WORKSHOP CALENDAR

WEEK OF AUGUST 7 to 11	M-F 9:00-12:00 Administrative Support (week 1) *2 week course	M-F 9:30-12:30 Bookkeeping And Accounting Basic	M-F 9:00-12:00 Microsoft 365 Excel Basic	M-F 1:00-4:00 Project Management Fundamentals (week 1) *2 week course	M-F 1:00-4:00 Microsoft 365 Office Basic
WEEK OF AUGUST 14 to 18	M-F 9:00-12:00 Administrative Support (week 2) *2 week course	M-F 9:30-12:30 Bookkeeping And Accounting Intermediate	M-F 9:00-12:00 Microsoft 365 Excel Intermediate	M-F 1:00-4:00 Project Management Fundamentals (week 2) *2 week course	M-F 1:00-4:00 Microsoft 365 Office Intermediate
WEEK OF AUGUST 20 to 25	M-F 9:00-12:00 Microsoft 365 Excel Advanced			M-F 1:00-4:00 entrepreneurship 101	
WEEK OF AUGUST 27 to SEPT 1	M-F 9:00-12:00 Microsoft 365 PowerPoint Basic			M-F 1:00-4:00 Microsoft 365 Word Basic	