

MAY 2010



Badge Number _____

Client Name _____

Coach Name _____

GILROY ONE –STOP 7800 Arroyo Circle, Suite A, Gilroy, CA 95020 408.846.1480

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 8:30-12:30 MS Word (Day 1) <i>S. Rodriguez (Day 1-3)</i> 9-1 Resume Development <i>R. Misrack</i> 1-5 QuickBooks (Day 1) <i>M. Hatton (Day 1-3)</i>	4 8:30-12:30 MS Word (Day 2) 1-5 Interview Techniques <i>R. Misrack</i> 1-5 QuickBooks (Day 2)	5 8:30-12:30 MS Word (Day 3) 1-5 QuickBooks (Day 3)	6 9-1 Resume Critique <i>R. Misrack</i> 1-5 Intro to Computer <i>E. Odion & J. Garcellano</i>	7 9-1 Spanish Intro to Computing & the Internet <i>C. Millan</i> 1-5 Intro to Computer <i>E. Odion & J. Garcellano</i>
10 8:30-12:30 MS Excel (Day 1) <i>S. Rodriguez (Day 1-3)</i> 1-5 MS Word (Day 1) <i>S. Rodriguez (Day 1-3)</i>	11 8:30-12:30 MS Excel (Day 2) 1-4 Effective Networking Techniques <i>R. Misrack</i> 1-5 Spanish MS Word Basics <i>C. Millan</i>	12 8:30-12:30 MS Excel (Day 3) 1-5 MS Word (Day 2)	13 9-12 Electronic Resume Writing <i>R. Misrack</i> 1-4 Identifying Transferable Skills <i>R. Misrack</i> 1-5 Spanish MS Word Business Applications <i>C. Millan</i>	14 8:30-12:30 Intro to Computer <i>E. Odion & J. Garcellano</i> 1-5 MS Word (Day 3)
17 8:30-12:30 MS PowerPoint (Day 1) <i>S. Rodriguez (Day 1-3)</i> 1-5 Resume Development <i>R. Misrack</i> 1-5 MS Excel (Day 1) <i>S. Rodriguez (Day 1-3)</i>	18 8:30-12:30 MS PowerPoint (Day2) 1-5 Spanish MS Word Basics <i>C. Millan</i>	19 8:30-12:30 MS PowerPoint (Day 3) 9-1 Interview Techniques <i>R. Misrack</i> 1-5 MS Excel (Day 2)	20 9-1 Resume Critique <i>R. Misrack</i> 1-5 Spanish MS Word Business Applications <i>C. Millan</i>	21 9-1 Spanish Intro to Computing & the Internet <i>C. Millan</i> 1-5 MS Excel (Day 3)
24 8:30-12:30 Intro to Computer <i>E. Odion & J. Garcellano</i> 9-12 Effective Networking Techniques <i>R. Misrack</i> 1-5 MS PowerPoint (Day 1) <i>S. Rodriguez (Day 1-3)</i>	25 9-1 Spanish MS Word Basics <i>C. Millan</i> 1-5 Intro to Computer <i>E. Odion & J. Garcellano</i>	26 9-12 Identifying Transferable Skills <i>R. Misrack</i> 9-1 Spanish Intro to Computing & the Internet <i>C. Millan</i> 1-5 MS PowerPoint (Day 2)	27 9-1 Spanish MS Word Business Applications <i>C. Millan</i> 1-4 Electronic Resume Writing <i>R. Misrack</i>	28 8:30-12:30 Intro to Computer <i>E. Odion & J. Garcellano</i> 1-5 MS PowerPoint (Day 3)
31 HOLIDAY				

REGISTER WITH A TALENT COACH

If unable to attend a scheduled workshop, please call **(408) 846-1480** to remove you from the list.

Arrive 10 minutes early to check in. Clients who are late will not be permitted into a workshop.

****Classes & times are subject to change****

ONLINE COURSES BEGIN MAY 19TH!!!

ASK YOUR TALENT COACH FOR A LIST OF COURSES AND MORE!!!