



WORKSOURCE ATLANTA WORK READINESS SCHEDULE: DECEMBER

SIGN UP HERE: <http://bit.ly/WSAevents>

Course Descriptions

How to Find a Job – Learn how to use basic tools to find a job: networking, introduction to resumes, how to craft an elevator pitch, and how to use social media to find a job. Through this course you will become informed on various high-demand jobs in Atlanta.

How to Write a Resume – Learn to reflect on skills and work history to write a functional resume. In this course, you will get feedback on your resume or assistance in writing your resume.

How to Ace Your Job Interview – Learn the mechanics of the job interview process. Learn how to present with confidence and clarity. There will also be an opportunity to practice interviewing with WorkSource Atlanta staff and volunteers.

How to Keep Your Job – You landed your job, now learn how to keep your job by building a reputation for having a good work ethic and working well with your teammates. WorkSource Atlanta staff and volunteers will teach dress for success, communication techniques, conflict resolution, and ethics in the workplace.

Introduction to Computers

- **Part 1:** Learn how to use computer hardware such as a mouse and keyboard; how to properly start-up and shut-down a computer; and how to log-in to a computer and navigate through the Windows operating system and the Internet.
- **Part 2:** Learn Microsoft Office basics and how to email.
- **Part 3:** Learn how to create and edit documents and how to complete forms and online applications.

You must attend a Monday orientation and register as an WorkSource Atlanta customer in order to participate in Work Readiness courses. For more information, visit atlantaga.gov/WSAregistration or call 404-546-3000.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
28 Orientation 9:00AM Auditorium	29 Introduction to Computers: Part 1 9:00am - 12:00pm Room 201 How to Keep Your Job 3:30pm - 5:00pm Room 201	30 Introduction to Computers: Part 2 9:00am - 12:00pm Room 201	1 Introduction to Computers: Part 3 9:00am - 12:00pm Room 201	2
5 Orientation 9:00AM Auditorium	6 Introduction to Computers: Part 1 9:00am - 12:00pm Room 201 How to Find a Job 3:30pm - 5:00pm Room 201	7 Introduction to Computers: Part 2 9:00am - 12:00pm Room 201	8 Introduction to Computers: Part 3 9:00am - 12:00pm Room 201 How to Write a Resume 3:30pm - 5:00pm Room 201	9
12 Orientation 9:00AM Auditorium	13 Introduction to Computers: Part 1 9:00am - 12:00pm Room 201 How to Ace Your Interview 3:30pm - 5:00pm Room 201	14 Introduction to Computers: Part 2 9:00am - 12:00pm Room 201	15 Introduction to Computers: Part 3 9:00am - 12:00pm Room 201 How to Keep Your Job 3:30pm - 5:00pm Room 201	16
19 Orientation 9:00AM Auditorium	20	21	22	23
26 Holiday: Christmas Observed WorkSource Atlanta will be closed.	27	28	29	30

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

Kasim Reed, Mayor of Atlanta
Melissa Mullinax, Interim Executive Director

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