FREE Employability Classes for the Unemployed and Underemployed

 **Semester 2014**

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| **Courses Offered**  | **Dates** |
| **Jumpstarting a Successful New Year** | Jan 14 |
| **Time Management and Organization** | Jan 21 |
| **Developing Good Study Habits** | Jan 28 |
| **Work Ethic and Professionalism** | Feb 4 |
| **Career Assessments** | Feb 11 |
| **Job Searches and Applications** | Feb 18 |
| **Build and Improve Your Resume** (\*bring your flash drive) | Feb 25 |
| **Interview with Confidence** | Mar 4 |
| **Dress For Success** | Mar 18 |
| **Money: Manage It, Grow It, Keep It!** | Mar 25 |
| **Computers for the Workplace**— (Guest Speaker: Pam Bell) | April 1 |
| **SMART Goal Setting** | April 8 |
| **Setting Social Skills/ Boundaries** | April 15 |
| **Improve your Communication and Listening Skills** | April 22 |
| **Respect, Kindness and Gratitude** | April 29 |

**Contact us to find out how to earn a certificate!**

Employability Laboratory – Macon Annex, Franklin

(Located behind the Courthouse in downtown Franklin)

Class hours 10-12 (Registration 9-10)

For additional information please call (828)306-7035 or (828)306-7020

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