



# AUGUST 2007

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 <u>Greenwood County</u> 10:00 Make Your Skills Work for You- S.MacIlwraith 1:30 Employers Latest Interview Techniques- S. MacIlwraith  <u>Saluda County</u> 9-12 WorkKeys – M. Glasgow	2 <u>Greenwood County</u> 9-12 Pre-GED Testing-Adult ED  <u>Laurens County</u> 10:00 Make Your Skills Work for You– J. Lanser 1:30 What Employers Want – J. Lanser  <u>Saluda County</u> 10:00 First Impressions & Telephone Etiquette- S. MacIlwraith 1:30 What Employers Want- S. MacIlwraith	3 <u>9-12 Noon WorkKeys</u> Abbeville –K. Jordan Greenwood – Piedmont Tech Staff Newberry –M. Glasgow  <u>Greenwood County</u> 1:30 Score Big on Employer Tests– T. Page & S. Thomas
6 <u>Laurens County</u> 1:30 The Hidden Job Market – I. Navarro  <u>Greenwood County</u> 10:00 Express Yourself– S. MacIlwraith 1:30 Landing a Job– S. MacIlwraith  <u>Edgefield County</u> 9-12 WorkKeys –WIA Staff	7 <u>Edgefield County</u> 10:00 Networkers Presentation Five Key Job Seeking Skills – S. MacIlwraith 1:30 The Hidden Job Market – S. MacIlwraith	8 <u>Greenwood County</u> 10:00 First Impressions & Telephone Etiquette-M. Stalvey  <u>McCormick County</u> 10:00 Interview with Confidence– S MacIlwraith 1:30 The Hidden Job Market – S. MacIlwraith	9 <u>Laurens County</u> 10:00 Choose the Job of Your Dreams– J. Lanser  <u>Newberry County</u> 10:00 Networkers Presentation – Employer’s Latest Interview Techniques – S. MacIlwraith 1:30 What Employers Want– S. MacIlwraith  <u>McCormick County</u> 9-12 WorkKeys – K. Jordan	10 <u>9-12 Noon WorkKeys</u> Laurens- I. Navarro  <u>Abbeville County</u> 10:00 Score Big on Employer Tests– S. MacIlwraith 1:30 Submit a Winning Application – S. MacIlwraith
13 <u>Laurens County</u> 1:30 Employers Latest Interview Techniques – I. Navarro  <u>Saluda County</u> 10:00 Networkers Presentation Job Hunting Techniques- S. MacIlwraith 1:30 Make Your Skills Work for You S. MacIlwraith	14 <u>Abbeville County</u> 10:00 Interview with Confidence- T. Goode 1:30 Express Yourself- T. Goode	15 <u>Newberry County</u> 9-12 Pre-GED Testing Adult ED  <u>Greenwood County</u> 10:00 Dress for Success– S. MacIlwraith  <u>Newberry County</u> 10:00 First Impressions & Telephone Etiquette– T. Goode 1:30 Submit a Winning Application – T. Goode  <u>Saluda County</u> 9-12 WorkKeys – M. Glasgow	16 <u>Greenwood County</u> 9-12 Pre-GED Testing-Adult ED  <u>Laurens County</u> 9-12 Pre-GED Testing-Lifelong Learning  <u>Laurens County</u> 1:30 10 Deadly Mistakes Job Seekers Make– J. Lanser  <u>McCormick County</u> 10:00 First Impressions & Telephone Etiquette- S. MacIlwraith 1:30 Submit a Winning Application- S. MacIlwraith	17 <u>9-12 Noon WorkKeys</u> Abbeville –K. Jordan Greenwood – Piedmont Tech Staff Newberry –M. Glasgow  <u>Greenwood County</u> 1:30 Choose the Job of Your Dreams– S. MacIlwraith

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20	21	22	23	24
<p><u>Laurens County</u> 1:30 First Impressions &amp; Telephone Etiquette– I. Navarro</p> <p><u>Greenwood County</u> 10:00 10 Deadly Mistakes Job Seekers Make- S. MacIlwraith</p> <p><u>Edgefield County</u> 9-12 WorkKeys –WIA Staff</p>	<p><u>Edgefield County</u> 10:00 Networkers Presentation Submit a Winning Application– S. MacIlwraith 1:30 Building a Successful Resume &amp; Cover Letter – S. MacIlwraith</p>	<p><u>Abbeville County</u> 10:00 First Impressions &amp; Telephone Etiquette- S. MacIlwraith 1:30 Building a Successful Resume &amp; Cover Letter- S. MacIlwraith</p>	<p><u>Laurens County</u> 10:00 Submit a Winning Application- J. Lanser 1:30- Score Big on Employer Tests- J. Lanser</p> <p><u>Newberry County</u> 10:00 Networkers Presentation The Hidden Job Market- S. MacIlwraith  1:30 Job Hunting Techniques- S. MacIlwraith</p> <p><u>McCormick County</u> 9-12 WorkKeys – K. Jordan</p>	<p><u>9-12 Noon WorkKeys</u> <u>Laurens- I. Navarro</u></p> <p><u>Greenwood County</u> 10:00 Building a Successful Resume &amp; Cover Letter– S. MacIlwraith</p> <p><u>Abbeville County</u> 1:30 Landing a Job – S. MacIlwraith</p>
27	28	29	30	31
<p><u>Saluda County</u> 10:00 Networkers Presentation Building a Successful Resume &amp; Cover Letter– S. MacIlwraith 1:30 Submit a Winning Application– S. MacIlwraith</p> <p><u>Laurens County</u> 1:30 Building a Successful Resume &amp; Cover Letter – I. Navarro</p>	<p><u>Greenwood County</u> 9:30 Networkers Presentation How to Work a Job Fair – S. MacIlwraith 1:30 Submit a Winning Application – S. MacIlwraith</p> <p><u>Laurens County</u> 10:00 Employers Latest Interview Techniques – J. Lanser 1:30 Basic Job Seeking Computer Skills – J. Lanser</p>	<p><u>Newberry County</u> 10:00 Landing a Job- T. Goode 1:30 Interview With Confidence- T. Goode</p> <p><u>McCormick County</u> 10:00 Building a Successful Resume &amp; Cover Letter- S. MacIlwraith 1:30 Easy 1-2-3 Computer Resume Training- S. MacIlwraith</p>	<p><u>Laurens County</u> 9-12 Pre-GED Testing-Lifelong Learning</p> <p><u>Laurens County</u> 1:30- Easy 1-2-3 Computer Resume Training- J. Lanser</p>	<p><u>9-12 Noon WorkKeys</u> <u>Abbeville –K. Jordan</u> <u>Greenwood – Piedmont Tech Staff</u></p> <p><u>Greenwood County</u> 1:30 Easy 1-2-3 Computer Resume Training- S.MacIlwraith</p> <p><u>Abbeville County</u> 10:00 Easy 1-2-3- Computer Training- S. MacIlwraith</p>

One-Stop Workforce Center addresses and phone numbers by county:

Abbeville	353 SC 28- Bypass, Abbeville	(864) 459-5486
Edgefield	400 Church Street, Edgefield	(803) 637-7159
Greenwood	519 Monument Street, Greenwood	(864) 223-1681
Laurens	18 Hazel Drive, Clinton	(864) 833-0142
McCormick	109 W. Augusta St., McCormick	(864) 465-3649
Newberry	833 Main Street, Newberry	(803) 276-2110
Saluda	407 W. Butler Ave., Saluda	(864) 445-2047

*All voice telephone numbers may be reached using TTY/TTD equipment via the South Carolina Relay service at 711.*

*Auxiliary aids and services are available upon request to individuals with disabilities.*



www.us1stops.com

Upper Savannah Workforce System – (864) 941-8050 or 1 (800) 922-7729  
An equal opportunity employer/program.