



MARCH 2007

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1 <u>Greenwood County</u> 9-12 Pre-GED Testing – Adult ED <u>Newberry County</u> 10:00 Networkers Presentation – The Job Reference Handbook – J. Dean 1:30 10 Deadly Mistakes Job Seekers Make – J. Dean <u>Laurens County</u> 10:00 What Employers Want – S. MacIlwraith 1:30 Interview with Confidence – S. MacIlwraith	2 <u>Greenwood County</u> 1:30 Basic Job Seeking Computer Skills – S. MacIlwraith <u>Abbeville County</u> 10:00 Choose the Job of your Dreams – J. Dean
5 <u>Laurens County</u> 1:30 Building a Successful Resume & Cover Letter – I. Navarro <u>Saluda County</u> 10:00 Networkers Presentation – Submit a Winning Application – J. Dean	6 <u>Edgefield County</u> 10:00 Networkers Presentation – Express Yourself – S. MacIlwraith <u>Newberry County</u> 10:00 Submit a Winning Application – J. Dean 1:30 Landing a Job – J. Dean	7 <u>Abbeville County</u> 10:00 10 Deadly Mistakes Job Seekers Make – J. Dean 1:30 Score Big on Employer Test – J. Dean <u>Greenwood County</u> 10:00 Choose the Job of Your Dreams – S. MacIlwraith	8 <u>Laurens County</u> 8:30-Noon Pre-GED Testing – Lifelong Learning <u>Laurens County</u> 1:30 Submit a Winning Application – S. MacIlwraith <u>Abbeville County</u> 10:30 Networkers Presentation – The Job Reference Handbook – J. Dean	9 <u>Greenwood County</u> 10:00 What Employers Want – S. MacIlwraith <u>Abbeville County</u> 1:30 The Hidden Job Market – J. Dean
12 <u>Greenwood County</u> 10:00 Submit a Winning Application – S. MacIlwraith <u>Abbeville County</u> 10:00 Building a Successful Resume & Cover Letter – J. Dean 1:30 Interview with Confidence – J. Dean	13 <u>McCormick County</u> 10:30 Networkers Presentation – 10 Mistakes Job Seekers Make – J. Dean 1:30 Building a Successful Resume & Cover Letter – J. Dean <u>Laurens County</u> 10:00 Choose the Job of Your Dreams – S. MacIlwraith 1:30 Job Hunting Techniques – S. MacIlwraith	14 <u>Greenwood County</u> 10:00 Building a Successful Resume & Cover Letter – S. MacIlwraith <u>Saluda County</u> 10:00 Employers Latest Interview Techniques – J. Dean	15 <u>Greenwood County</u> 9-12 Pre-GED Testing – Adult ED <u>Newberry County</u> 10:00 Networkers Presentation – Dress for Success – J. Dean 1:30 Building a Successful Resume & Cover Letter – J. Dean <u>Laurens County</u> 10:00 10 Deadly Mistakes Job Seekers Make – S. MacIlwraith 1:30 Score Big on Employer Test – S. MacIlwraith	16 <u>Greenwood County</u> 1:30 Dress for Success – S. MacIlwraith <u>Abbeville County</u> 10:00 Basic Job Seeking Computer Skills – J. Dean

<p>19</p> <p><u>Laurens County</u> 1:30 Identify Your Hidden Skills – I. Navarro</p> <p><u>Saluda County</u> 10:00 Networkers Presentation – Dress for Success – J. Dean</p>	<p>20</p> <p><u>McCormick County</u> 10:30 Networkers Presentation – Dress for Success – J. Dean 1:30 Choose the Job of Your Dreams – J. Dean</p> <p><u>Edgefield County</u> 10:00 Networkers Presentation – Dress for Success – S. MacIlwraith</p>	<p>21</p> <p><u>Newberry County</u> 9-12 Pre-GED Testing – Adult Ed</p> <p><u>Greenwood County</u> 10:00 Retraining Opportunities and How to Apply for Financial Aid at Piedmont Tech – S. Coleman & D. Williams 1:30 Score Big on Employer Test – S. MacIlwraith</p> <p><u>Abbeville County</u> 10:00 Express Yourself – J. Dean 1:30 Easy 1-2-3 Computer Resume Training – J. Dean</p>	<p>22</p> <p><u>Laurens County</u> 8:30-Noon Pre-GED Testing – Lifelong Learning</p> <p><u>Newberry County</u> 1:30 Choose the Job of Your Dreams – J. Dean</p> <p><u>Laurens County</u> 10:00 First Impressions & Telephone Etiquette – S. MacIlwraith 1:30 The Hidden Job Market – S. MacIlwraith</p>	<p>23</p> <p><u>Greenwood County</u> 10:00 Basic Job Seeking Computer Skills – S. MacIlwraith</p> <p><u>Abbeville County</u> 1:30 What Employers Want – J. Dean</p>
<p>26</p> <p><u>Greenwood County</u> 10:00 How to Work a Job Fair – S. MacIlwraith 1:30 Resume Review</p> <p><u>Abbeville County</u> 10:00 How to Work a Job Fair – J. Dean 1:30 The Over 50 Job Search – J. Dean</p>	<p>27</p> <p><u>Newberry County</u> 10:00 How to Work a Job Fair – J. Dean 1:30 Interview with Confidence – J. Dean</p> <p><u>Laurens County</u> 10:00 How to Work a Job Fair – S. MacIlwraith 1:30 Resume Review – S. MacIlwraith</p>	<p>28</p> <p><u>Saluda County</u> 10:00 Choose the Job of Your Dreams – J. Dean</p> <p><u>Greenwood County</u> 10:00 Make Your Skills Work for You – S. MacIlwraith 1:30 Easy 1-2-3 Computer Resume Training – S. Macilwraith</p>	<p>29</p> <p><u>McCormick County</u> 10:00 Retraining Opportunities and How to Apply for Financial Aid at Piedmont Tech – S. Coleman & D. Williams 1:30 First Impressions & Telephone Etiquette – J. Dean</p> <p><u>Laurens County</u> 10:00 Dress for Success – S. MacIlwraith 1:30 Express Yourself – S. MacIlwraith</p>	<p>30</p> <p><u>Greenwood County</u> 1:30 Score Big on Employer Test – S. MacIlwraith</p> <p><u>Abbeville County</u> 10:00 Resume Review – J. Dean</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



www.us1stops.com

Upper Savannah Workforce System – (864) 941-8050 or 1 (800) 922-7729

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached using TTY/TTD equipment via the South Carolina Relay service at 711.