




ACS EMPLOYMENT READINESS PROGRAM MARCH 2012 TRAINING SCHEDULE

***Free child care available for all workshops (except self-paced computer classes) - Must coordinate with ERP Office in advance.
You must register for all workshops. Call 803-751-4862**

Workshops are open to: Active Duty/Retired Military Personnel and NG/Reservist (active and inactive status) Family Members, Survivors and DOD Civilian Employees

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY/SATURDAY
Fort Jackson Teen Virtual Job Fair 1 February - 31 March 2012 Sponsored by ACS Employment Readiness Program Summer Employment Opportunities for Teens at Fort Jackson!!!! Go to website for details @ http://www.fortjacksonmwr.com/acs_emp/webResources.html			1 ESL Workshop Time: 12:30-3:00 p.m. Strom Thurmond Bldg, Room 222	2 Self-paced Computer Training (MS Word, PowerPoint, Excel, Access, Outlook) Call and schedule a training session for 8:30-11:30 a.m. or 12:00-3:30 p.m.
5 ESL Workshop Time: 9:00-11:30 a.m. Strom Thurmond Bldg, Room 222 Self-paced Computer Training (MS Word, PowerPoint, Excel, Access, Outlook) Call and schedule a training session for 12:00-3:30 p.m.	6 "Hiring our Heroes" Job Fair Fort Jackson, Solomon Center, 9:45 a.m.- 4:00 p.m. For details go to www.hoh.greatjob.net	7 Job Searching Strategies Time: 8:30 a.m. - 12:00 p.m. Strom Thurmond Bldg, Room 222 Scholarships for Military Family Members Time: 1:00-2:00 p.m. Strom Thurmond Bldg. Room 222	8 ATTENTION ALL TEENS!! HOW TO GET A SUMMER JOB AT FT JACKSON WORKSHOP!!!! Family Readiness Ctr., Bldg 3499 Time: 5:00-7:00 p.m. ESL Workshop Time: 12:30-3:00 p.m. Strom Thurmond Bldg, Room 222	9/10 (March 10th-Saturday) ATTENTION ALL TEENS!! HOW TO GET A SUMMER JOB AT FT JACKSON WORKSHOP!!!! Location:TBA Time: 10:00-12:00 p.m.
12 ESL Workshop Time: 9:00-11:30 a.m. Strom Thurmond Bldg, Room 222 Self-paced Computer Training (MS Word, PowerPoint, Excel, Access, Outlook) Call and schedule a training session for 12:00-3:30 p.m.	13 Resume Writing/Interviewing Time: 8:30 a.m.-12:00 p.m. Strom Thurmond Bldg. Rm 222 Self-paced Computer Training (MS Word, PowerPoint, Excel, Access, Outlook) Call and schedule a training session for 12:00-3:30 p.m.	14 Steps to Federal Employment Time: 9:00 a.m. -12:00 p.m. Strom Thurmond Bldg. Rm 222 	15 ESL Workshop Time: 12:30-3:00 p.m. Strom Thurmond Bldg, Room 222	16/17 Self-paced Computer Training (MS Word, PowerPoint, Excel, Access, Outlook) Call and schedule a training session for 8:30-11:30 a.m. or 12:00-3:30 p.m. 
19 ESL Workshop Time: 9:00-11:30 a.m. Strom Thurmond Bldg, Room 222 Self-paced Computer Training (MS Word, PowerPoint, Excel, Access, Outlook) Call and schedule a training session for 12:00-3:30 p.m.	20 Lunch and Learn-FREE FOOD!! From Zero to a Welding Career in Only 10 Weeks!! Scholarships will be given away!! Time: 12:00-1:00 p.m. Strom Thurmond Bldg, Room 222	21 Job Searching Strategies Time: 8:30 a.m. - 12:00 p.m. Strom Thurmond Bldg. Room 222 Self-paced Computer Training (MS Word, PowerPoint, Excel, Access, Outlook) Call and schedule a training session for 12:00-3:30 p.m.	22 Intro to MS Office 2010 (Instructor-led) Basic Computer Skills Workshop Time: 9:00 a.m. -12:00 p.m. Location: Provide at time of registration ESL Workshop Time: 12:30-3:00 p.m. Strom Thurmond Bldg, Room 222	23 Self-paced Computer Training (MS Word, PowerPoint, Excel, Access, Outlook) Call and schedule a training session for 8:30-11:30 a.m. or 12:00-3:30 p.m.
26 ESL Workshop Time: 9:00-11:30 a.m. Strom Thurmond Bldg, Room 222	27 Self-paced Computer Training (MS Word, PowerPoint, Excel, Access, Outlook) Call and schedule a training session for 8:30-11:30 a.m. or 12:00-3:30 p.m.	28 Self-paced Computer Training (MS Word, PowerPoint, Excel, Access, Outlook) Call and schedule a training session for 8:30-11:30 a.m. or 12:00-3:30 p.m.	29 ESL Workshop Time: 12:30-3:00 p.m. Strom Thurmond Bldg, Room 222	30 Self-paced Computer Training (MS Word, PowerPoint, Excel, Access, Outlook) Call and schedule a training session for 8:30-11:30 a.m. or 12:00-3:30 p.m.



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English As a Second Language (ESL) Workshops are designed to help individuals improve their English skills, better understand the citizenship exam, improve social skills, find employment, and more!! Classes are held on Mondays from 9:00-11:30 a.m. and Thursdays from 12:30-3:00 p.m. Call 751-1124/5256 for more details.

How To Get A Summer Job at Fort Jackson!!! Teen Employment Workshop. Find out how to gain the upper edge on summer employment for teens. **This workshop will show you how to access the Fort Jackson Teen Virtual Job Fair and how to complete an employment application. Sign up now!! Space is limited!!** March 8, 5:00-7:00 p.m. Family Readiness Center Bldg. 3499-Daniel Street and March 10, 10:00 a.m.-12:00 p.m., Location: TBA (only need to attend one session),

Instructor-led Computer Training Class (Training Concepts Inc.) Intro to 2010 MS Office Suite (Learn the basics of MS Word, Excel and PowerPoint.) March 22, 9:00 a.m. – 12:00 p.m. Location will be provided after individual has registered for class.

Scholarships for Family Members Seminar!!! Wanting to attend college but can't afford it? This seminar will cover information on federal, state and military financial assistance and scholarship information for military spouses and children. March 7, 1:00-2:00 p.m., Strom Thurmond Bldg, Room 222. Must register to attend, call 751-4862/5256. Workshop will be co-instructed by ACS ERP and TRIO.

Job Searching Strategies for Military Spouses. Seeking employment on Fort Jackson or in the surrounding area? Get a jump-start on your job search by obtaining relevant information about employment, education and volunteer opportunities. Topics include on and off post employment opportunities, Military Spouse Employment Partnership (MSEP), job searching tips, SC WORKS WIA Program, learn basic resume writing techniques and interviewing skills and much more!! **All military spouses of active duty/retired military personnel and Survivors will be eligible to enroll in the ERP to receive one-on-one employment assistance, receive on-going e-mail job postings and have resume sent to prospective private sector employers!!** Feb 7th and 21st, 8:30 a.m.-12:00 a.m., Strom Thurmond Bldg, Room 222.

Resume Writing and Interviewing Skills Workshop. This workshop is designed to provide you with tools and knowledge useful in building your resume and improving your interviewing skills. Workshop is *conducted by BlueCross BlueShield Human Resources Department*. Excellent opportunity to network with BCBS personnel!! March 13, 8:30 a.m. - 12:00 p.m., Strom Thurmond Bldg. Room 222.

Steps to Federal Employment Attention job seekers! Looking for Federal Employment? This workshop will walk you through every step of the way!! March 14, 9:00 a.m.-12:00 p.m., Strom Thurmond Bldg, Room 222.

Lunch and Learn: ARCLABS Welding School presents From Zero to a Welding Career in Only 10 Weeks!! Lunch and Learn. Great jobs are out there in welding. ARCLABS will be providing a Lunch and Learn (FREE FOOD) on March 20, 12:00-1:00 p.m., Strom Thurmond Bldg. Rm 222. Several scholarships will be given away!!

Visit the ACS ERP Website at http://www.fortjacksonmwr.com/acs_emp/



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