





ACS EMPLOYMENT READINESS PROGRAM FEBRUARY 2012 TRAINING SCHEDULE



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p style="text-align: center;">Fort Jackson Teen Virtual Job Fair</p> <p style="text-align: center;">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</p>				
<p>6 ESL Workshop Time: 9:00-11:30 a.m. Strom Thurmond Bldg, Room 222</p> <p>Free Self-paced Computer Training (MS Word, PowerPoint, Excel, Access, Outlook) Call and schedule a training session for 12:00-3:30 p.m.</p>	<p>7 Free 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.</p> 	<p>8 Job Searching Strategies Time: 8:30 a.m. - 12:00 p.m. Strom Thurmond Bldg, Room 222</p> <p>*Free child care available-Must coordinate with ERP Office in advance.</p> <p>Free Self-paced Computer Training (MS Word, PowerPoint, Excel, Access, Outlook) Call and schedule a training session for 12:00-3:30 p.m.</p>	<p>9 Intro to MS Office 2010 (Instructor-led) Computer Workshop Time: 9:00 a.m. -12:00 p.m. Location: TBA</p> <p>ATTENTION ALL TEENS!! HOW TO GET A SUMMER JOB AT FT JACKSON WORKSHOP!!!! Location: TBA Time: 5:00-7:00 p.m.</p>	<p>6 Free 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.</p> 
<p>13 ESL Workshop Time: 9:00-11:30 a.m. Strom Thurmond Bldg, Room 222</p> <p>Free Self-paced Computer Training (MS Word, PowerPoint, Excel, Access, Outlook) Call and schedule a training session for 12:00-3:30 p.m.</p>	<p>14 Steps to Federal Employment Time: 9:00 a.m. -12:00 p.m. Strom Thurmond Bldg. Rm 222</p> <p>*Free child care available-Must coordinate with ERP Office in advance.</p> <p>Free Self-paced Computer Training (MS Word, PowerPoint, Excel, Access, Outlook) Call and schedule a training session for 12:00-3:30 p.m.</p>	<p>15 Resume Writing/Interviewing Time: 8:30 a.m.-12:00 p.m. Strom Thurmond Bldg. Room 222</p> <p>*Free child care available-Must coordinate with ERP Office in advance.</p> <p>Free Self-paced Computer Training (MS Word, PowerPoint, Excel, Access, Outlook) Call and schedule a training session for 12:00-3:30 p.m.</p>	<p>16 ESL Workshop Time: 12:30-3:00 p.m. Strom Thurmond Bldg, Room 222</p>	<p>17 Free 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.</p>
<p>20 FEDERAL HOLIDAY OFFICE CLOSED</p>  <p>★ Presidents' Day ★</p>	<p>21 Scholarships for Military Family Members Seminar 9:00 -10:00 a.m. Strom Thurmond Bldg. Room 222</p> <p>*Free child care available-Must coordinate with ERP Office in advance.</p>	<p>22 Job Searching Strategies Time: 8:30 a.m. - 12:00 p.m. Strom Thurmond Bldg. Room 222</p> <p>*Free child care available-Must coordinate with ERP Office in advance.</p> <p>Free Self-paced Computer Training (MS Word, PowerPoint, Excel, Access, Outlook) Call and schedule a training session for 12:00-3:30 p.m.</p>	<p>23 ESL Workshop Time: 12:30-3:00 p.m. Strom Thurmond Bldg, Room 222</p> 	<p>24 Free 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.</p>
<p>27 ESL Workshop Time: 9:00-11:30 a.m. Strom Thurmond Bldg, Room 222</p>	<p>28 How to Make a Job Fair Work for You!! Workshop Time: 9:00-11:00 a.m. 1:00-3:00 p.m. Strom Thurmond Bldg, Room 222</p>	<p>29 Free 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.</p>	<p style="text-align: center;">Fort Jackson "Hiring our Heroes" Job Fair March 6, Solomon Center, 9:45 a.m.- 4:00 p.m. Open to Veterans, Active Duty, Retirees, National Guard, Reserves and Military Spouses. Preregister to attend the Job Fair-Go to www.hoh.greatjob.net.</p>	

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ALL CLASSES ARE FREE AND OPEN TO ALL MILITARY ID CARD HOLDERS TO INCLUDE SOLDIERS/ FAMILY MEMBERS AND DOD CIVILIAN EMPLOYEE ID CARD HOLDERS.

Free Child Care is available for military spouses who attend any of the ERP workshops. All child care needs must be coordinated and approved with the ACS Employment Readiness Office (751-4862) prior to attending the workshop in order to receive the free child care. The parent must register his/her child in advance with the Fort Jackson Child and Youth Services Hourly Care Program.

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.

Fort Jackson Teen Virtual Job Fair, 1 February - 31 March 2012 Summer Employment Opportunities for Teens at Fort Jackson!!!! Go to website for details @ http://www.fortjacksonmwr.com/acs_emp/webResources.html
Teens are encouraged to attend Feb 9th workshop to learn how to use the Teen Virtual Job Fair and how to complete applications!!!

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!!** Feb 9th 5:00-7:00 p.m., Family Readiness Center Bldg. 3499-Daniel Street. Must register to attend, call 751-4862.

Adult On-Line Career Assessment Want a career-not just a job? Don't know what you want to do? Don't know where to begin? Adult Career Assessments are a great place to start in determining what career path you would like to follow. This self-exploration workshop will aide you in taking a career assessment which is computer based and will connect your interests and skills to a particular career. Feb 2, 9:00 a.m.-11:30 a.m. Location: Education Center, Room B-110. Must register to attend, call 751-4862/5256. Call early, seats are limited!!

Instructor-led Computer Training Class: Intro to 2010 MS Office Suite (Learn the basics of MS Word, Excel and PowerPoint. Training Concepts will instruct the computer classes. Feb 9, 9:00 a.m. – 12:00 p.m. Location will be provided after individual has registered for class. Must register to attend, call 751-4862/5256

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. Feb 21, 9:00 – 10:00 a.m. Strom Thurmond Bldg, Room 222. Must register to attend, call 751-4862/5256. Workshop will be co-instructed by ACS ERP and TRIO. Each participant will receive a CD-ROM containing military and civilian scholarship websites and information.

Job Searching Strategies. 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 spouse attendees will be eligible to enroll in the ERP to receive one-on-one employment assistance, receive daily e-mail job postings and have resume sent to prospective employers!! Feb 8th and 22nd, 8:30 a.m.-12:00 a.m., Strom Thurmond Bldg, Room 222. Must register to attend, call 751-4862/5256.

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!! Feb 15, 8:30 a.m. - 12:00 p.m., Strom Thurmond Bldg. Room 222. Must register to attend, call 751-4862/5256.

Steps to Federal Employment (Information on the new Military Spouse Hiring Authority-Executive Order 13473 will be covered). Attention job seekers! Looking for Federal Employment? This workshop will walk you through every step of the Army Civilian Service On-Line Resume process for federal jobs. Feb 14, 9:00 a.m.-12:00 p.m., Strom Thurmond Bldg, Room 222. Must register to attend, call 751-4862/5256.

How to Make the Job Fair Work for You!! (Adult Job Fair Seekers) A Job Fair can be a wonderful opportunity to network with many employers, agencies, and businesses. Like all "opportunities," preparation and practice can increase your chances for success. Feb 28 9:00-11:00 a.m. and 1:00-3:00 p.m. (*Only need to attend one of the sessions. Strom Thurmond Bldg, Room 222 (*2nd floor). Must register to attend, call 751-4862/5256.

