



# ACS EMPLOYMENT READINESS PROGRAM JANUARY 2012 TRAINING SCHEDULE



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p><b>2</b></p>  <p><b>FEDERAL HOLIDAY OFFICE CLOSED</b></p>	<p><b>3</b></p> <p><b>Free Self-paced Computer Training (MS Word, PowerPoint, Excel, Access, Outlook)</b> Call and schedule a training session for 8:30-11:30 a.m. OR 12:00-3:30 p.m.</p>	<p><b>4</b></p> <p><b>Free Self-paced Computer Training (MS Word, PowerPoint, Excel, Access, Outlook)</b> Call and schedule a training session for 8:30-11:30 a.m. or 12:00-3:30 p.m.</p>	<p><b>5</b></p> <p><b>ESL Workshop</b> Time: 12:30-2:00 p.m. Strom Thurmond Bldg, Room 222</p>	<p><b>6</b></p> <p><b>Free Self-paced Computer Training (MS Word, PowerPoint, Excel, Access, Outlook)</b> Call and schedule a training session for 8:30-11:30 a.m. or 12:00-3:30 p.m.</p>
<p><b>9</b></p> <p><b>ESL Workshop</b> Time: 9:00-11:30 a.m. Strom Thurmond Bldg, Room 222</p> <p><b>Career Exploration for Teens</b> Youth Center Bldg. 5975 Chesnut Road -beside Pinckney School Time: 6:00-7:30 p.m.</p>	<p><b>10</b></p> <p><b>Free Self-paced Computer Training (MS Word, PowerPoint, Excel, Access, Outlook)</b> Call and schedule a training session for 8:30-11:30 a.m. or 12:00-3:30 p.m.</p>	<p><b>11</b></p> <p><b>Job Searching Strategies</b> Time: 8:30 a.m. - 12:00 p.m. Strom Thurmond Bldg, Room 222</p> <p><b>Free Self-paced Computer Training (MS Word, PowerPoint, Excel, Access, Outlook)</b> Call and schedule a training session for 12:00-3:30 p.m.</p>	<p><b>12</b></p> <p><b>ESL Workshop</b> Time: 12:30-2:00 p.m. Strom Thurmond Bldg, Room 222</p> 	<p><b>13</b></p> <p><b>Steps to Federal Employment</b> Time: 9:00 a.m. -12:00 p.m. Strom Thurmond Bldg. Rm 222 <b>*Free child care available-Must coordinate with ERP Office in advance.</b></p> <p><b>Free Self-paced Computer Training (MS Word, PowerPoint, Excel, Access, Outlook)</b> Call and schedule a training session for 12:00-3:30 p.m.</p>
<p><b>16</b></p> <p><b>DR. MARTIN LUTHER KING JR. DAY FEDERAL HOLIDAY OFFICE CLOSED</b></p> 	<p><b>17</b></p> <p><b>Starting and Running A Small Business</b> Time: 9:00-11:30 a.m. Education Center. Call the ACAP office at 751-4109/6062 to register.</p> <p><b>*Free child care available-Must coordinate with ERP Office in advance.</b></p> 	<p><b>18</b></p> <p><b>Resume Writing/Interviewing</b> Time: 8:30 a.m.-12:00 p.m. Strom Thurmond Bldg. Rm 222 <b>*Free child care available-Must coordinate with ERP Office in advance.</b></p> <p><b>Free Self-paced Computer Training (MS Word, PowerPoint, Excel, Access, Outlook)</b> Call and schedule a training session for 12:00-3:30 p.m.</p>	<p><b>19</b></p> <p><b>ESL Workshop</b> Time: 12:30-2:00 p.m. Strom Thurmond Bldg, Room 222</p> 	<p><b>20</b></p> <p><b>Free Self-paced Computer Training (MS Word, PowerPoint, Excel, Access, Outlook)</b> Call and schedule a training session for 8:30-11:30 a.m. or 12:00-3:30 p.m.</p>
<p><b>23</b></p> 	<p><b>24</b></p> 	<p><b>25</b></p>	<p><b>26</b></p>	<p><b>27/28 ATTENTION ALL TEENS! HOW TO GET A SUMMER JOB AT FT JACKSON!!!!</b> Jan 28<sup>th</sup> (Saturday) Family Readiness Center Bldg. 3499-Daniel Street 10:00 a.m.-12:00 p.m.</p>
<p><b>30</b></p> <p><b>ESL Workshop</b> Time: 9:00-11:30 a.m. Strom Thurmond Bldg, Room 222</p> <p><b>Free Self-paced Computer Training (MS Word, PowerPoint, Excel, Access, Outlook)</b> Call and schedule a training session for 12:00-3:30 p.m.</p>	<p><b>31</b></p> <p><b>Job Searching Strategies</b> Time: 8:30 a.m. - 12:00 p.m. Strom Thurmond Bldg. Room 222</p> <p><b>Lunch and Learn: Brown Bag Event Scholarships for Military Family Members</b> 12:00-1:00 p.m. Strom Thurmond Bldg. Room 222</p> <p><b>*Free child care available-Must coordinate with ERP Office in advance.</b></p>	<p><b>Fort Jackson Teen Virtual Job Fair</b> <b>1 February - 31 March 2012</b> <b>Sponsored by ACS Employment Readiness Program</b> <b>Summer Employment Opportunities for Teens at Fort Jackson!!!!</b> <b>Go to website for details @ <a href="http://www.fortjacksonmwr.com/acs_emp/webResources.html">http://www.fortjacksonmwr.com/acs_emp/webResources.html</a></b></p> <p><b>Teens are encouraged to attend Jan 28<sup>th</sup> to learn how to use the Teen Virtual Job Fair and how to complete applications!!!</b></p> 		

## ACS EMPLOYMENT READINESS PROGRAM JANUARY 2012 TRAINING SCHEDULE

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 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](http://www.fortjacksonmwr.com/acs_emp/webResources.html) Teens are encouraged to attend Jan 28<sup>th</sup> 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!! Jan 28<sup>th</sup> (Saturday), 10:00 a.m.-12:00 p.m., Family Readiness Center Bldg. 3499-Daniel Street. **Must register to attend, call 751-4862.**

**Scholarships for Family Members!!! Brown Bag Event!! Lunch and Learn Seminar-Bring YOUR OWN LUNCH!!!** 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. Jan 31, 12:00-1:00 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. 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!! Jan 11<sup>th</sup> and 31<sup>st</sup>, 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!! Jan 18, 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 new Army Civilian Service On-Line Resume process for federal jobs. Jan 13, 9:00-11:30 a.m., Strom Thurmond Bldg, Room 222. Must register to attend, call 751-4862/5256.

**Teen Career Exploration Workshop.** It's time to discover your skills, interests and abilities. This workshop will assist you in building your inner confidence; look at best career options that will help you reach your employment goals. Jan 9, 6:00-7:30 p.m., Youth Center Bldg. 5975, Chesnut Road (beside Pinckney School). Must register to attend, call 751-4862/5256.

**Starting and Running A Small Business.** The seminar will be presented by the University of South Carolina Small Business Development Center. Jan 17, 9:00-11:30 a.m., Education Center. Call the ACAP office at 751-4109/6062 to register. Topics include: Start-up Information, Business License and Plan, Internet Resources, and Small Business Planning Resource Guide & more!!! This event is co-sponsored by ACS ERP Office and ACAP.