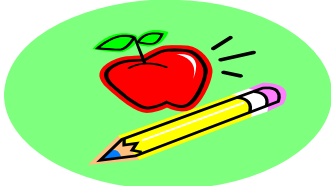




Community Workshops for **AUGUST 2010**

*****PRE-REGISTRATION IS REQUIRED*****Call 601.859.7609

Classes held at The Madison County WIN Job Center, Canton, MS

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	2 MHV Heritage Crafts Quilting 9:30 – 12:00 noon Data Management in EXCEL 9:00 – 4:00 p.m.	3 Graphics in WORD 9:00 – 12:00 noon	4 How to Work With People 9:00 – 12:00 noon	5 Windows XP Basic Computer Skills 8:30 – 12:30 p.m.	6	7	
8	9 MHV Heritage Crafts Quilting 9:30 – 12:00 noon	10 Basic Money Management 10:00 – 11:00 a.m.	11 Intro to WORD 8:30 – 4:30 p.m.	12 Employability Skills 8:30 – 12:30 p.m.	13 Typing Master 9:30 – 11:30 a.m.	14	
15	16 MHV Heritage Crafts Quilting 9:30 – 12:00 noon	17 PowerPoint 8:30 – 12:30 p.m.	18 Keyboarding 8:30 – 12:30 p.m.	19 Intro to EXCEL 8:30 – 4:30 p.m.	20 Are You Listening? 11:00 – 12:00 noon	21	
22	23 MHV Heritage Crafts Quilting 9:30 – 12:00 noon Career Direction: Resumes & Interviewing Skills 2:30 – 3:30 p.m.	24 <u>Superior Customer Service</u> 8:30 – 12:30 p.m. 7 Principles of Smart Relationships 1:00 – 2:00 p.m.	25 Intermediate WORD 8:30 – 4:30 p.m.	26 First Steps to Starting a New Business 1:00 – 2:00 p.m.	27 Typing Master 9:30 – 11:30 a.m.	28	
29	30 MHV Heritage Crafts Quilting 9:30 – 12:00 noon	31 Intro to Internet 8:30 – 12:30 p.m.		<p>Please call for additional information</p> <ul style="list-style-type: none"> • GED Classes • Short-term onsite childcare (ages 8 weeks – 3 years) <p>Please be on time. A grace period of ten minutes will be allowed. After that, no one will be admitted.</p>			

Workshops are subject to cancellation or rescheduling. In this event, we will attempt to reach all registered participants. Call 601.859.7609 to check class availability. No children at workshops. Short-term childcare for children ages 8 weeks -3 years is available onsite Monday through Friday from 8:00 a.m. - 4:00 p.m. Please call 601.859.7609 for more information.

General Information Workshops:

- **Heritage Crafts Quilting** - Learn to quilt. Please bring scissors, needles, thread, straight pins, pencil, ruler and $\frac{1}{2}$ yard of two coordinating prints of cotton fabric and background material. Instructor: MS Homemaker Volunteers
- **How to Work With People** - Gain people skills that are crucial in the workplace. Learn the skills every individual possesses. Discover your personal style and how to work with each personal style. Facilitator: Martha Weston, Resource Specialist, Central MS Planning & Development District
- **Basic Money Management** - Learn the concept of 'want vs. need' spending, set up your own personal budget after learning what a normal working family budget might look like. Instructor: Teresa Lyle, MS State University Extension Service
- **"Typing Master"** - This self tutorial will help you learn the keyboard and improve your typing skills.
- **Employability Skills** - During this workshop participants will assess their skills, cover the "Do's" and "Don't" of interviewing, discuss expectations of the job, business etiquette, and highlight some employment laws. Presenter: Holmes Community College
- **Career Direction: Resumes and Interviewing Skills** - This workshop is designed for job seekers between the ages of 17-42. Please bring a copy of your resume. Learn how to create/update a resume that best describes you and your experience. Information will also be shared on how to interview with confidence. Presenter: Sgt Nichole Barnett, Recruiting & Retention NCO, MS Army National Guard
- **7 Principles of Smart Relationships** - In this workshop, discover 7 major principles of developing smart and healthy relationships. Come ready to discuss, engage and discover new and lasting ways to maintain your love interest and seek a good match through paying attention to values and common interest. Instructor: Tashmia Prowell, MS State University Extension Service. Area Extension Agent, Child & Family Development
- **First Steps to Beginning a New Business** - Learn the first steps in beginning a successful new business. Presenter: Jackson State University, Small Business Development Center
- **Are You Listening?** - Learning to listen effectively can limit many misunderstandings and help you be more productive in conducting business matters. This workshop provides helpful tips on improving your listening skills. Presenter: Angela Boyd, WIA Education Coordinator, Holmes Community College

Computer Skills Workshops: In order to receive a "Certificate of Completion", you must be present for the entire workshop. All Computer Workshops are Microsoft 2007.

- **Data Management in EXCEL*** - **MUST HAVE KNOWLEDGE OF EXCEL.** Learn to set up a data list to make data entry easy, quick and less error prone. Extracting data to create powerful reports will also be covered. Instructor: Dr. John Giesemann, MS State University Extension Service
- **Graphics in WORD*** - **MUST HAVE KNOWLEDGE OF WORD.** Learn how to insert, move, size, order and arrange graphics in a document. Wrapping text around graphics and putting borders and fill around a graphic will also be discussed. Instructor: Dr. John Giesemann, MS State University Extension Service
- **Windows XP/Basic Computer Skills** - Participants will learn about Hardware and Software, Files/Folders, Media Player, and Cleaning Up the System. Beginning with a short introduction of the history of computers, individuals will follow with learning about computers. Presenter: Holmes Community College
- **Intro to WORD*** - Participants will learn how to create and save documents, cut, copy and paste text. Aligning text, adding borders, headers and footers will also be covered. Also learn how to proof a document, find and replace text and preview and print documents. Presenter: Holmes Community College
- **PowerPoint ***- Learn to open and run a presentation, use Help options, and close a presentation, create a new presentation, add new slides, save and update changes, rearrange and delete slides, and insert slides from another presentation. Presenter: Holmes Community College
- **Keyboarding** - By the end of this course, you will be able to key the letters, numbers, symbols, and numeric key pad touch, and develop proofreading and editing skills. Presenter: Holmes Community College
- **Intro to Excel ***- Learn how to enter and edit text, values, and formulas. Use the SUM function, the AutoSum button, and the AVERAGE, MIN, MAX, COUNT, and COUNTA functions to perform calculations in a worksheet. Managing large worksheets and multiple worksheets will also be covered. Presenter: Holmes Community College
- **Intermediate WORD*** - **MUST HAVE KNOWLEDGE OF WORD.** This course provides competency in working with graphics, using advanced formatting options, working with headers, footers and columns, using styles, creating and formatting tables, using basic collaboration features; and using charts, diagrams and organization charts. Presenter: Holmes Community College
- **Intro to Internet** - During this workshop participants will learn how to access the internet, introduce internet features, browse and use search engines, surf the internet safely and securely, as well as complete and submit an online resume. Presenter: Holmes Community College

***This class requires students to have the following basic skills: use of a mouse, and the ability to navigate a desktop menu. If you do not have these skills, you may be asked to leave class and register for one of our Basic Computer Skills workshops.**

Employer Workshops:

- **Superior Customer Service** - More critical than ever during tough economic times, the ability to provide superior customer service is a valuable resource for both employers and employees! Participants will learn the importance of nonverbal messages and "personal" messages when interacting with customers. They will also learn the difference between caring and uncaring service, how to handle "difficult" customers, and effective strategies for dealing with customers on the telephone. Presenter: David Hayes, President, Hayes Enterprises