



Community Workshops for **MARCH 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 Heritage Crafts Quilting 9:30 – 12:00 noon VITA-Free Tax Prep 12:00 – 5:00 p.m.	2 Windows XP Basic Computer Skills 8:30 – 12:30 p.m.	3 Keyboarding/Intro to Internet 8:30 – 4:30 p.m. Writing a Resume 8:30 – 12:30 p.m.	4 MHV Council Meeting 9:00 – 12:00 noon	5 VITA-Free Tax Prep 9:00 – 12:00 noon Typing Master 9:30 – 11:30 a.m.	6	
7	8 Heritage Crafts Quilting 9:30 – 12:00 noon Using Merge in Word 9:00 – 4:00 p.m. VITA-Free Tax Prep 12:00 – 5:00 p.m.	9 Advanced PowerPoint 9:00 – 12:00 noon	10 2010 Gardening Trends 10:00 – 11:00 a.m. Financial Fitness 10:00 – 11:00 a.m.	11 What to Do When Looking for a Job? 8:30 - 12:30 p.m.	12 VITA-Free Tax Prep 9:00 – 12:00 noon	13	
14	15 Heritage Crafts Quilting 9:30 – 12:00 noon VITA-Free Tax Prep 12:00 – 5:00 p.m.	16 <u>Developing Management & Leadership Skills</u> 8:30 – 12:30 p.m.	17 Word 8:30 – 4:30 p.m.	18	19 VITA-Free Tax Prep 9:00 – 12:00 noon	20	
21	22 Heritage Crafts Quilting 9:30 – 12:00 noon VITA-Free Tax Prep 12:00 – 5:00 p.m.	23 PowerPoint 8:30 – 12:30 p.m. <u>Public Speaking</u> 9:00 – 12:00 noon	24 Workplace Etiquette 10:00 – 11:00 a.m.	25 Excel 8:30 – 4:30 p.m. <u>How to Write a Winning Business Plan</u>	26 VITA-Free Tax Prep 9:00 – 12:00 noon <u>Managing for Success</u> 9:00 – 11:00 a.m.	27	
28	29 Heritage Crafts Quilting 9:30 – 12:00 noon VITA-Free Tax Prep 12:00 – 5:00 p.m.	30	31 ACT Prep for the Non-Traditional Student 9:00 – 1:00 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
- **VITA Free Tax Prep** - Free Tax Preparation specifically for lower income individuals. This tax preparation includes wages, interest, ordinary dividends, and unemployment, Earned Income Credit, Dependent Care Credit and Additional Tax Credit. Will also do Tax Prep for Pensions, Social Security, Schedule C-EZ, Schedule C, Adjusted Gross Income, student loans, Tuition/Fees, etc. For additional information and to avoid long waiting, please contact Sister Donna Gunn at 601.331.3300 to make an appointment.
- **Writing a Resume** - This workshop will help participants identify career objectives, determine the type of resume format that best describes their skills and abilities and discuss components of cover letters. Presenter: Carson Consulting Services
- **MHV Council Meeting** - Regular monthly council meetings for the MS Homemaker Volunteers and those interested in membership.
- **"Typing Master"** - This self tutorial will help you learn the keyboard and improve your typing skills.
- **2010 Gardening Trends** - Learn more about what's new in gardening: rain gardens, square foot gardening, going green efforts, adult playgrounds, and kaleidoscopes of color. Instructor: Donna Beliech, MS State University Extension Service
- **What to Do When Looking for a Job?** - This workshop will help participants know themselves better, assess skills they possess, be realistic about job options and salaries, and begin an intensive job search. Learn about different resume styles, cover letters, and a job search folder. Participants are encouraged to bring copies of their resume and cover letter. Presenter: Carson consulting Services
- **Financial Fitness** - How is your financial health? If budget bumps and bulges or money worries are adding stress to your life, you may need to financial fitness. What you don't know CAN hurt you. Instructor: Teresa Lyle, MS State University Extension Service
- **Workplace Etiquette** -. This session will focus on the behaviors when dealing with situations in the work environment however serious or trivial a situation may seem. Special attention will be given to office etiquette, in particular how it applies to co-worker interaction and communication. Presenter: Mark Williams, Mississippi Community Education Center
- **ACT Prep for the Non-Traditional Student** - This workshop is intended for adults who need to take the ACT Test in order to return to school. Discover test-taking tips to help increase you ACT score. A full-length ACT Practice test will be given, along with additional free practice test resources. Class size is limited. Presenter: Angela Boyd, WIA Education Counselor, 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.

- **Windows XP/Basic Computer Skills** - Just starting out with a computer and need to know the very basics? Presenter: Systems Consultants
- **Keyboarding/Intro to Internet** - This class provides instruction in using the keyboard, basic instruction to the internet and web browsers, using the internet to find a job, electronic resumes and market research. Presenter: Hinds Community College
- **Using Merge in Word *** - MUST HAVE KNOWLEDGE OF WORD. This course covers the merge features of Word. Create merge letters, mailing labels, and envelopes and merge list. Instructor: Dr. John Giesemann, MS State University Extension Service
- **Advanced PowerPoint *** - MUST HAVE KNOWLEDGE OF POWERPOINT. Learn to make your presentation more flexible by quickly changing colors, backgrounds, and presentation templates. Hiding slides, adding basic animations, creating self-running presentations can make your presentation more useful and have more impact. Instructor: Dr. John Giesemann, MS State University Extension Service
- **Word *** - Learn the basics of Word. Create documents, edit and format text, add tables, use timesavers, setting page displays, and printing options. Presenter: Hinds Community College
- **PowerPoint *** - Learn the proper techniques for using the features of PowerPoint. Such as creating, printing, editing, arranging, and presenting slides and transparencies. Instructor: Systems Consultants
- **Intro to Excel *** - Gain an understanding of an electronic spreadsheet, calculate numbers, enter and format text, add tables, use timesavers, create worksheets, and tables. Instructor: Hinds 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:

- **Developing Management & Leadership** - Learn the different approaches to management and why they are essential to organizations. Also discover how goals and standards fit into the scheme of leadership. Effective delegation of authority, evaluating the standards of goal achievement and determining ways to improve will also be covered. Presenter: Hinds Community College
- **Public Speaking** - Public Speaking is the number one fear of most people. This workshop will share some techniques that will help you deliver effective presentations and help even the most timid speaker get their point across. Presenter: Jessica Nichols, Workforce Manager, Central MS Planning & Development District
- **How to Write a Winning Business Plan** - Are you considering opening your own business? Discover the first steps of writing a successful business plan. Presenter: Larry Ward, Jackson State University Small Business Development Center
- **Managing for Success** - Participants will learn how to put resources together in a positive way with a view to achieve successful goals. Presenter: Peter Isokephi, MBA