

(See Reverse for Details)

**WorkOne Indianapolis**

Hours: Mon.-Wed. & Fri. 8 am-4:30 pm | Thur. 8 am - 2:30 pm  
4410 N. Shadeland Ave. Indianapolis, IN 46226



**March 2019 - Calendar of Learning Events**

				1 Job Search 9-10:30 (C) U-Turn Lounge 9-10:30 (D) Coffee Connections 10:30-12 (A) Interview 11-12:30 (C) Career Skills 1-3 (C) Get Started Lab 2-3 (A) Resume 2:30-4 (B)
4 Resume 9-10:30 (B) Adult Basic Education 9-12 (D) Job Search 9-10:30 (C) Coffee Connections 11-12:30 (A) TORQ 11-12:30 (B) Interview 11-12:30 (C) Career Skills 1-3 (C) Indy Reads 1-3 (D) Get Started Lab 3-4 (B)	5 TORQ 9-10:30 (B) Career Planning 9-10:30 (C) Adult Basic Education 9-12 (D) U-Turn Lounge 10:30-12 (A) Resume 11-12:30 (B) Interview Prep 11-12:30 (C) Computer Basics 1-3 (B) Interview 1-2:30 (C) Career Skills 1-3 (D) Get Started Lab 3-4 (A)	6 Wednesday@WorkOne 11-2 (G) Indy Vetworking 9-10:30 (A) Resume 9-10:30 (B) Job Search 9-11 (C) Adult Basic Education 9-12 (D) TORQ 11-12:30 (B) Interview 11:30-1 (C) Coffee Connections 1-2:30 (A) Indy Reads 1-3 (D) Career Skills 1:30-3:30 (C) Computer Basics 2-4 (B)	7 TORQ 9-10:30 (B) Career Planning 9-10:30 (C) Career Skills 9-11 (D) Coffee Connections 11-12:30 (A) Interview Prep 11-12:30 (C) Resume 12-1:30 (B) Interview 1-2:30 (C) Indy Reads 1-3 (D)	8 Job Search 9-10:30 (C) U-Turn Lounge 9-10:30 (D) Coffee Connections 10:30-12 (A) Interview 11-12:30 (C) Career Planning 1-2:30 (D) Career Skills 1-3 (C) Get Started Lab 2-3 (A) Resume 2:30-4 (B)
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18 Resume 9-10:30 (B) Adult Basic Education 9-12 (D) Job Search 9-10:30 (C) Coffee Connections 11-12:30 (A) TORQ 11-12:30 (B) Interview 11-12:30 (C) Career Skills 1-3 (C) Indy Reads 1-3 (D) Get Started Lab 3-4 (B)	19 TORQ 9-10:30 (B) Career Planning 9-10:30 (C) Adult Basic Education 9-12 (D) U-Turn Lounge 10:30-12 (A) Resume 11-12:30 (B) Interview Prep 11-12:30 (C) Computer Basics 1-3 (B) Interview 1-2:30 (C) Career Skills 1-3 (D) Get Started Lab 3-4 (A)	20 Wednesday@WorkOne 11-2 (G) Indy Vetworking 9-10:30 (A) Resume 9-10:30 (B) Job Search 9-11 (C) Adult Basic Education 9-12 (D) TORQ 11-12:30 (B) Interview 11:30-1 (C) Coffee Connections 1-2:30 (A) Indy Reads 1-3 (D) Career Skills 1:30-3:30 (C) Computer Basics 2-4 (B)	21 TORQ 9-10:30 (B) Career Planning 9-10:30 (C) Career Skills 9-11 (D) Coffee Connections 11-12:30 (A) Interview Prep 11-12:30 (C) Resume 12-1:30 (B) Interview 1-2:30 (C) Indy Reads 1-3 (D)	22 Job Search 9-10:30 (C) U-Turn Lounge 9-10:30 (D) Coffee Connections 10:30-12 (A) Interview 11-12:30 (C) Career Skills 1-3 (C) Career Planning 1-2:30 (D) Get Started Lab 2-3 (A) Resume 2:30-4 (B)
25 Resume 9-10:30 (B) Adult Basic Education 9-12 (D) Job Search 9-10:30 (C) Coffee Connections 11-12:30 (A) TORQ 11-12:30 (B) Interview 11-12:30 (C) Career Skills 1-3 (C) Indy Reads 1-3 (D) Get Started Lab 3-4 (B)	26 TORQ 9-10:30 (B) Career Planning 9-10:30 (C) Adult Basic Education 9-12 (D) U-Turn Lounge 10:30-12 (A) Resume 11-12:30 (B) Interview Prep 11-12:30 (C) Computer Basics 1-3 (B) Interview 1-2:30 (C) Career Skills 1-3 (D) Get Started Lab 3-4 (A)	27 Wednesday@WorkOne 11-2 (G) Resume 9-10:30 (B) Job Search 9-11 (C) Adult Basic Education 9-12 (D) TORQ 11-12:30 (B) Interview 11:30-1 (C) Coffee Connections 1-2:30 (A) Indy Reads 1-3 (D) Career Skills 1:30-3:30 (C) Computer Basics 2-4 (B)	28 TORQ 9-10:30 (B) Career Planning 9-10:30 (C) Career Skills 9-11 (D) Coffee Connections 11-12:30 (A) Interview Prep 11-12:30 (C) Resume 12-1:30 (B) Interview 1-2:30 (C) Indy Reads 1-3 (D)	29 Job Search 9-10:30 (C) U-Turn Lounge 9-10:30 (D) Coffee Connections 10:30-12 (A) Interview 11-12:30 (C) Career Skills 1-3 (C) Career Planning 1-2:30 (D) Get Started Lab 2-3 (A) Resume 2:30-4 (B)

COLOR CODE: Classroom A - Blue, Classroom B - Black, Classroom C - Green, Classroom D - Purple, Gym - Brown

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## WorkOne Indy Learning Events

### **Career Planning**

Learn the major tools in career planning and work on developing a career strategy.

### **Career Skills**

Explore and identify the essential soft skills highly valued by employers. Learn about these crucial skills to get, keep, and be successful in your job!

### **Coffee Connections**

Join in a conversation, with a cup of coffee, about job search guidance and career planning with other customers 40+ of age.

### **Computer Basics**

Introduction to computers and how to use the internet and e-mail in this hands-on computer workshop.

### **Get Started Lab**

WorkOne can help you be successful in what you need in the next steps for your career. Let's Get Started!

### **Indy Networking**

Get connected to Veteran staff dedicated to helping Veterans and eligible spouses in job search and training opportunities.

### **Interview**

What's Your Story! Learn the basics of interview skills and how to tell your story with confidence.

### **Interview Preparation**

Learn interview skills, practicing the interview process with other participants, while receiving coaching from one of our job search professionals.

### **Job Search**

Let's Get It Started! Learn the major elements of a quality job search and guidance as you work on your job search strategy.

### **Resume**

You Got Skills! Learn the essentials in highlighting your knowledge, skills and abilities to develop a great resume.

### **TORQ**

TORQ helps you build career plans in one easy process. Based on your knowledge, skills, and abilities from previous jobs and education.

### **U-Turn Lounge**

Join in a conversation about job searching guidance and career planning with customers 18-24 of age.

### **Wednesday@WorkOne**

On Wednesdays at WorkOne, we invite you to connect with businesses and social service organizations.