

# **Classes, Information Sessions and Events Calendars:**

## **Smyrna**

(Career Center Calendar – 2 Pages)

(Skills Calendar – 1 Page)

# Smyrna Career Center Calendar

## December 2018

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1
3 Resume Workshop 10:00 am – 11:30 am	4 Introduction to Computers and the Internet 10:00 am – 11:30 am	5 Veterans Roundtable 1:00 pm – 3:00 pm	6 Tiptop Staffing Hiring Event 10:00 am – 2:00 pm  Interview Workshop 11:00 am – 12:00 pm	7 GCF LearnFree Orientation 10:00 am – 3:00 pm	8
10 Resume Workshop 10:00 am – 11:30 am	11 Multi-Employer Job Fair 3205 South Cobb Drive Smyrna, GA 30080 10:00 am – 2:00 pm	12 Good Jobs at Goodwill 10:00 am – 3:00 pm  Goodwill Training Program Information Session 2:00 pm – 3:00 pm	13 Tiptop Staffing Hiring Event 10:00 am – 2:00 pm  Digital Skills Certification Exam 1:00 pm – 3:00 pm	14 GCF LearnFree Orientation 10:00 am – 3:00 pm	15
17 Digital Skills Orientation 10:00 am – 10:30 am  Resume Assistance By appointment only 1:30 pm – 3:00 pm	18 MS Word for Beginners 10:00 am – 11:00 am	19 Good Jobs at Goodwill 2:00 pm – 3:00 pm  Goodwill Training Program Information Session 2:00 pm – 3:00 pm	20 Tiptop Staffing Hiring Event 10:00 am – 2:00 pm  Digital Skills Certification Exam 1:00 pm – 3:00 pm	21 GCF LearnFree Orientation 10:00 am – 3:00 pm	22 Career Center Closed
24 Christmas Eve Career Center Closed	25 Christmas Day Career Center Closed	26 Good Jobs at Goodwill 2:00 pm – 3:00 pm  Goodwill Training Program Information Session 2:00 pm – 3:00 pm	27 Tiptop Staffing Hiring Event 10:00 am – 12:00 pm	28 GCF LearnFree Orientation 10:00 am – 3:00 pm	29

Please contact the Career Center before attending classes to ensure the course schedule has not changed.  
Class schedules are subject to change without notice.

**Smyrna Goodwill Career Center:** 3205 South Cobb Drive SE, Smyrna, GA 30080 | 404-554-9539

### Hours of Service

**Mon-Wed** 9 am-5 pm  
**Thu** 9 am-7 pm  
**Fri** 9 am-4 pm  
**Sat** 10 am – 2pm

# Smyrna Career Center Calendar

## December 2018

	31				
Digital Skills Orientation 10:00 am – 10:30 am					
MS Excel for Beginners 10:00 am – 11:30 am					

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Hours of Service

**Mon-Wed** 9 am-5 pm  
**Thu** 9 am-7 pm  
**Fri** 9 am-4 pm  
**Sat** 10 am – 2pm

# Smyrna Skills Training Calendar

## December 2018

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3	4	5 Information Session 2:00 pm – 3:00 pm (Skills Training Class Start Dates are Provided During the Information Session)	6	7	8
10	11	12 Information Session 2:00 pm – 3:00 pm (Skills Training Class Start Dates are Provided During the Information Session)	13	14	15
17	18	19 Information Session 2:00 pm – 3:00 pm (Skills Training Class Start Dates are Provided During the Information Session)	20	21	22
24 <b>CHRISTMAS EVE CAREER CENTER CLOSED</b>	25 <b>CHRISTMAS DAY CAREER CENTER CLOSED</b>	26 Information Session 2:00 pm – 3:00 pm (Skills Training Class Start Dates are Provided During the Information Session)	27	28	29
31			<b>CURRENTLY RECRUITING FOR THE FOLLOWING TRAINING PROGRAMS:</b>	<b>APARTMENT MAINTENANCE</b> <b>HOSPITALITY</b> <b>FLOOR TECH</b>	<b>PLEASE ATTEND AN INFORMATION SESSION FOR DATES AND FUNDING INFORMATION</b>

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