

PROJECT EMPLOY (Downtown) - Professional Development Class Schedule

		TUESDAY		WEDNESDAY		THURSDAY	
Week	Date	Class	Date	Class	Date	Class	
1	7/29/08	I Know I Can!	7/30/08	Explore Your Interests	7/31/08	Identify Your Skills	
2	8/5/08	Winning Resumes	8/6/08	Career Presentations	8/7/08	Testing the Waters - Internships	
3	8/12/08	Dress For Success <i>Field Trip (M)</i> Resume Workshop	8/13/08	SMART Goals	8/14/08	Dress For Success <i>Field Trip (W)</i> Resume Workshop	
4	8/19/08	Finding Employment With a Criminal Record	8/20/08	10/90 Presentations	8/21/08	Sell Yourself at an Interview - Part 1	
5*	8/26/08	Sell Yourself at an Interview - Part 2	8/27/08	Find the Job that Fits	8/28/08	Sell Yourself at an Interview - Part 3	
6**	9/2/08	Employer Panel Discussion	9/3/08	Graduate Panel Discussion	9/4/08	Cover Letters and Thank You Notes	
7	9/9/08	Time Management	9/10/08	Creating Your Own Business	9/11/08	Decision Making	
8	9/16/08	The Application Process	9/17/08	Business Development Workshop	9/18/08	Business Development Workshop	
9	9/23/08	Professionally Speaking	9/24/08	Business Development Workshop	9/25/08	Stress Management	
10	9/30/08	Job Fair Etiquette & Networking	10/1/08	Business Development Presentations	10/2/08	Anger & Conflict Management	
11	10/7/08	Change - Deal With It!	10/8/08	Money Talks	10/9/08	Dining With Class 5:45 pm!	
12	10/14/08	Health & Wellness	10/15/08	I'm Hired, Now What?!	10/16/08	Transitioning into Independence	
13	10/21/08	Internship Presentations	10/22/08	Class Graduation and Awards 5:30 PM!			
* Week 5 - must start dressing professionally for all classes.							
** Week 6 - Internships begin, lasting 8 weeks (through end of course)!							
Classes start at 8:30am and are two hours, unless otherwise specified.							
Punctuality is essential. The door is locked at the start of class and no one will be admitted late (unless Project Employ staff is notified in advance).							