

# April 2018 (revised)





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info@1lifeatatime.org  
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Please call or email to  
sign-up for workshops  
and classes

Business Hours  
Monday - Thursday  
8:30am - 4pm  
Friday: 9am-12noon

See website for description of  
workshops.

Monday	Tuesday	Wednesday	Thursday	Friday
<b>2</b>	<b>3</b> <i>Career Boot Camp</i> 9-12 noon  <i>Word Basic</i> 1:00-2:30 PM	<b>4</b> <i>Career Boot Camp</i> 9-12 noon  <i>Outlook Basic</i> 1:00-2:30 PM	<b>5</b> <i>Career Boot Camp</i> 9-12 noon  <i>PowerPoint</i> 1:00-2:30 PM	<b>6</b>
<b>9</b> <b>NEW</b> <i>Perfect Your Pitch</i> 1:00-2:30 PM	<b>10</b> <i>Career Boot Camp</i> 9-12 noon  <b>NEW</b> <i>Interviewing: How to Close</i> 1:00-2:30 PM	<b>11</b> <i>Career Boot Camp</i> 9-12 noon  <i>Excel Basic</i> 1:00-2:30 PM	<b>12</b> <i>Career Boot Camp</i> 9-12 noon  <b>NEW</b> <i>Negotiation Workshop</i> 1:00-2:30 PM	<b>13</b>
<b>16</b> <i>Patriot's Day</i>  <i>Closed</i>	<b>17</b>  <i>PowerPoint</i> 1:00-2:30 PM	<b>18</b>  <i>Mastering Online Job Searching</i> 1:00-2:30 PM	<b>19</b>  <i>Word Basic</i> 1:00-2:30 PM	<b>20</b>
<b>23</b> <b>NEW</b> <i>Negotiation Workshop</i> 1:00-2:30 PM	<b>24</b>  <i>Outlook Basic</i> 1:00-2:30 PM	<b>25</b> <b>NEW</b> <i>Interviewing: How to Close</i> 1:00-2:30 PM	<b>26</b> <b>NEW</b> <i>Perfect Your Pitch</i> 1:00-2:30 PM	<b>27</b>
<b>30</b> <b>NEW</b> <i>Common Interview Questions</i> 1:00-2:30 PM		<i>Stay Up To Date</i>  <i>Follow and Like us on....</i>	  <i>One Life at a Time, Inc. Career Services</i>	  <i>One Life at a Time</i>