



Capital District Women's Employment & Resource Center (WERC)

Albany Center - 175 Central Avenue, 3rd Fl., Albany, NY 12206

Prior Registration is Required for ALL Workshops

Please Call (518) 242-8249

Workshop Schedule for January 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2	3	4
	WERC Center Closed - Enjoy the Holiday	New Student Information Calls	WERC Staff Meeting	New Student Information Calls
7	8	9	10	11
New Student Information Calls	1:00 - 3:00 Registration Session - CSR/Clerical Program	9:00 - 11:30 Registration Session - CSR/Clerical Program	New Student Information Calls	No Classes
14	15	16	17	18
1:00 - 3:00 Computer Lab - Job Fair Tips	New Student Information Calls	9:00 - 11:30 Registration Session - CSR/Clerical Program	9:00 - 11:30 Registration Session - CSR/Clerical Program	No Lab - Training Center Computer Updates /Training Supplies
21	22	23	24	25
10:00 - 4:00 "Times Union Job Fair" Marriott- Wolf Road	New Student Information Calls	9:00 - 11:30 Registration Session - Clerical / CSR Program	9:00 - 3:00 Customer Service/ Clerical Class Resume Part I	9:00 - 3:00 Customer Service/ Clerical Class Resume Part II
28	29	30	31	
9:00 - 3:00 Customer Service/ Clerical Class	9:00 - 3:00 Customer Service/ Clerical Class	9:00 - 3:00 Customer Service/ Clerical Class	9:00 - 3:00 Customer Service/ Clerical Class	

****You are eligible for FREE classes if you have lost your primary source of support due to:
Divorce, Separation, Widowhood, Job Loss or Disability of Spouse
or Pending Loss of Public Assistance Benefits****

Website: www.cdwerc.org