

<b>SC Works Florence</b> 1558 W. Evans St., Florence (843) 519-1246	<b>SC Works Hartsville</b> 437 W. Carolina Ave. Hartsville (843) 843-309-9817	<b>SC Works Bennettsville</b> 460 HWY 9 West Bennettsville (843) 544-4071
<b>SC Works Marion</b> 1311 N. Main St., Marion (843) 765-3123 –Option 2 ext. 1	Call today to reserve a seat in any of our workshops or stop by any SC Works Center to take advantage of our free services.	

## December 2017

Monday	Tuesday	Wednesday	Thursday	Friday
				1  <b>Computers for Beginners</b> Marion  8:30- 9:30 a.m. Bennettsville  9-10:00 a.m.  <b>Resume Writing 101</b> Marion  9:30 - 10:30 a.m.  <b>SC Works Orientation</b> Florence   9:30 a.m.  <b>Networking</b> Florence  1:30 p.m.
4  <b>Computers for Beginners</b> Marion  8:30 - 9:30 a.m. Florence   9-10:00 a.m. Hartsville   9-10:00 a.m. Bennettsville  9-10:00 a.m.  <b>SC Works Orientation</b> Marion  9:30 a.m.  <b>Resume Writing 101</b> Marion  11:00 a.m.  <b>Money MGMT</b> Marion  1:30 p.m.  <b>Succeeding on the Job</b> Marion  2:30 p.m.	5  <b>Computers for Beginners</b> Marion  8:30 - 9:30 a.m. Florence   9-10:00 a.m.  <b>Resume Writing 101</b> Bennettsville   9–10:00 a.m.  <b>SC Works Orientation</b> Florence  9:30 a.m.  <b>Job Search</b> Hartsville  11a.m. –12:00 p.m.  <b>Interview Prep</b> Florence  1:30 p.m.	6  <b>Computers for Beginners</b> Marion  8:30 - 9:30 a.m. Bennettsville  9-10:00 a.m.  <b>SC Works Orientation</b> Bennettsville   9:30 a.m.  <b>Finding a Job Using SCWOS</b> Florence  10 -10:30 a.m. Bennettsville  10-10:30 a.m.  <b>Resume Writing 101</b> Bennettsville  11:00 a.m. Hartsville  11:00 a.m.  <b>Networking</b> Bennettsville  1:30 p.m.  <b>Interview Prep</b> Bennettsville  2:30 p.m.	7  <b>Computers for Beginners</b> Marion  8:30 - 9:30 a.m.  <b>Resume Writing 101</b> Florence   9 -10:00 a.m. Bennettsville  9 -10:00 a.m.  <b>Completing Background Wizard</b> Marion  9:30 - 10:30a.m.  <b>SC Works Orientation</b> Hartsville   9:30 a.m.  <b>Resume Writing 101</b> Hartsville  11:00 a.m.  <b>Networking</b> Hartsville  1:30 p.m.  <b>Interview Prep</b> Hartsville  2:30 p.m.	8  <b>Computers for Beginners</b> Marion  8:30 - 9:30 a.m. Bennettsville  9-10:00 a.m.  <b>Resume Writing</b> Marion  9:30 - 10:30 a.m.  <b>SC Works Orientation</b> Florence  9:30 a.m.  <b>Mock Interview</b> Florence  1:30 p.m.
11  <b>Computers for Beginners</b> Marion  8:30. - 9:30 a.m. Florence   9-10:00 a.m. Bennettsville  9-10:00 a.m.  <b>SC Works Orientation</b> Marion  9:30 a.m.  <b>Resume Writing 101</b> Marion  11:00 a.m. Hartsville  11:00 a.m.  <b>Job Search</b> Marion  1:30 p.m.  <b>Self-Reflections</b> Marion  2:30 p.m.	12  <b>Computers for Beginners</b> Marion  8:30- 9:30 a.m. Florence   9-10:00 a.m.  <b>Resume Writing</b> Bennettsville   9-10:00 a.m.  <b>How to Navigate SCWOS</b> Hartsville   9:00 - 10:00 a.m.  <b>SC Works Orientation</b> Florence  9:30 a.m.  <b>Resume Writing 101</b> Florence  11:00 a.m.  <b>Communication</b> Florence  1:30 p.m.	13  <b>Computers for Beginners</b> Marion  8:30- 9:30 a.m. Bennettsville  9-10:00 a.m.  <b>SC Works Orientation</b> Bennettsville   9:30 a.m.  <b>Finding a Job Using SCWOS</b> Florence   10 -10:30 a.m.  <b>Interviewing Skills</b> Hartsville   9:00 -10:00 a.m.  <b>Resume Writing 101</b> Hartsville   11:00a.m. Bennettsville  11:00 a.m.  <b>Mock Interview</b> Bennettsville   1:30 p.m.  <b>Communication</b> Bennettsville  2:30 p.m.	14  <b>Computers for Beginners</b> Marion  8:30- 9:30 a.m.  <b>Resume Writing 101</b> Florence   9 -10:00 a.m. Bennettsville  9-10:00 a.m.  <b>Interview Skills</b> Marion  9:30 - 10:30 a.m.  <b>SC Works Orientation</b> Hartsville   9:30 a.m.  <b>Resume Writing 101</b> Hartsville  11:00 a.m.  <b>Mock Interview</b> Hartsville  1:30 p.m.  <b>Communication</b> Hartsville  2:30 p.m.	15  <b>Computers for Beginners</b> Marion  8:30 - 9:30 a.m. Bennettsville  9-10:00 a.m.  <b>Resume Writing</b> Marion  9:30- 10:30 a.m.  <b>SC Works Orientation</b> Florence  9:30 a.m.  <b>Preparing for Success</b> Florence  1:30 p.m.

<p>18</p> <p><b>Computers for Beginners</b> Marion  8:30 - 9:30 a.m. Florence   9-10:00 a.m. Bennettsville  9-10:00 a.m.</p> <p><b>Interviewing Skills</b> Hartsville   9:00 -10:00 a.m.</p> <p><b>SC Works Orientation</b> Marion  9:30 a.m.</p> <p><b>Resume Writing 101</b> Marion  11:00 a.m.</p> <p><b>Marketing Yourself</b> Marion  1:30 p.m.</p> <p><b>Networking</b> Marion  2:30 p.m.</p>	<p>19</p> <p><b>Computers for Beginners</b> Marion  8:30 - 9:30 a.m. Florence   9-10:00 a.m.</p> <p><b>Resume Writing</b> Bennettsville   9:00 - 10:00 a.m. Hartsville  11 a.m.</p> <p><b>SC Works Orientation</b> Florence  9:30 a.m.</p> <p><b>Succeeding on the Job</b> Florence  1:30 p.m.</p>	<p>20</p> <p><b>Computers for Beginners</b> Marion  8:30 - 9:30 a.m. Bennettsville  9-10:00 a.m. Hartsville   11:00 a.m.</p> <p><b>Job Search</b> Hartsville   9:00 -10:00 a.m.</p> <p><b>SC Works Orientation</b> Bennettsville   9:30 a.m.</p> <p><b>Finding a Job Using SCWOS</b> Florence   10 -10:30 a.m. Bennettsville  10 -10:30 a.m.</p> <p><b>Resume Writing 101</b> Hartsville   11:00 a.m. Bennettsville  11:00 a.m.</p> <p><b>Money MGMT</b> Bennettsville  1:30 p.m.</p> <p><b>Preparing for Success</b> Bennettsville  2:30 p.m.</p>	<p>21</p> <p><b>Computers for Beginners</b> Marion  8:30- 9:30 a.m.</p> <p><b>Resume Writing 101</b> Florence   9 -10:00 a.m. Bennettsville  9- 10:00 a.m. Hartsville  11:00 a.m.</p> <p><b>Completing Background Wizard</b> Marion  9:30 - 10:30 a.m.</p> <p><b>SC Works Orientation</b> Hartsville   9:30 a.m.</p> <p><b>Money MGMT</b> Hartsville  1:30 p.m.</p> <p><b>Preparing for Success</b> Hartsville  2:30 p.m.</p>	<p>22</p> <p>HOLIDAY</p>
<p>25</p> <p>HOLIDAY</p>	<p>26</p> <p>HOLIDAY</p>	<p>27</p> <p><b>Computers for Beginners</b> Marion  8:30 - 9:30 a.m. Hartsville   9:00 - 10:00 a.m. Bennettsville  9-10:00 a.m.</p> <p><b>Finding a Job Using SCWOS</b> Bennettsville  10-10:30 a.m.</p> <p><b>SC Works Orientation</b> Bennettsville   9:30 a.m.</p> <p><b>Resume Writing 101</b> Bennettsville  11 a.m.</p> <p><b>Succeeding on the Job</b> Bennettsville  1:30 p.m.</p> <p><b>Job Loss</b> Bennettsville  2:30 p.m.</p>	<p>28</p> <p><b>Computers for Beginners</b> Marion  8:30 - 9:30 a.m.</p> <p><b>Interview Skills</b> Marion  9:30- 10:30 a.m.</p> <p><b>SC Works Orientation</b> Hartsville   9:30 a.m.</p> <p><b>Resume Writing 101</b> Hartsville  11:00 a.m. Bennettsville  9-10:00 a.m.</p> <p><b>Succeeding on the Job</b> Hartsville  1:30 p.m.</p> <p><b>Job Loss</b> Hartsville  2:30 p.m.</p>	<p>29</p> <p><b>Computers for Beginners</b> Marion  8:30 – 9:30 a.m. Bennettsville  9-10:00 a.m.</p> <p><b>Resume Writing</b> Marion  9:30 - 10:30 a.m.</p> <p><b>SC Works Orientation</b> Florence  9:30 a.m.</p> <p><b>Networking</b> Florence  1:30 p.m.</p>