



| Monday  | Tuesday   | Wednesday  | Thursday  | Friday  |
|---|---|--|---|---|
|  <p><b>BEGINS DECEMBER 12TH</b></p>                            |   | <p><b>Important:</b><br/><b>EASTBAY Works will close during lunch time from 11:55 AM until 1:00 PM</b></p> |   | <p><b>1</b></p>  |
| <p><b>4</b></p> <p>Assessment Center Reserved<br/>Job Search<br/>8:30 – 12:00<br/><b>(EASTBAYWORKS CLOSED FOR LUNCH 12 -1)</b></p>              | <p><b>5</b></p> <p><u>9:00-1:00</u> Assessment Center Hours (KeyTrain by Appointment)<br/>Sign up at Front Desk<br/><b>Metrix Online Learning – May use Assessment Center Computers</b><br/><b>Typing Tests 1:00 – 2:30</b></p>   | <p><b>6</b></p> <p>Assessment Center Reserved<br/>Job Club/Search<br/>8:30 am – 12:00 pm</p>               | <p><b>7</b></p> <p><b>CLOSED</b><br/>For Staff Training this morning – Will open at 1:00 PM<br/><b>Metrix Online Learning - May use Assessment Center computers.</b><br/><b>Typing Tests 1:00 – 2:30</b></p>                      | <p><b>8</b></p>   |
| <p><b>11</b></p> <p>Assessment Center Reserved<br/>Job Search<br/>8:30 – 12:00<br/><b>(EASTBAYWORKS CLOSED FOR LUNCH 12 -1)</b></p>             | <p><b>12</b></p> <p><u>9:00-1:00</u> Assessment Center Hours (KeyTrain by appointment)<br/>Sign up at Front Desk<br/><b>Metrix Online Learning - May use Assessment Center computers.</b><br/><b>Typing Tests 1:00 – 2:30</b></p> | <p><b>13</b></p> <p>Assessment Center Reserved<br/>Job Club/Search<br/>8:30 am – 3:00 pm</p>               | <p><b>14</b></p> <p><b>All Staff Training<br/>AJCC Onestop<br/>CLOSED</b></p>   | <p><b>15</b></p>  |
| <p><b>18</b></p> <p>Assessment Center Reserved<br/>Job Search<br/>8:30 – 12:00<br/><b>(EASTBAYWORKS CLOSED FOR LUNCH 12 -1)</b></p>             | <p><b>19</b></p> <p><u>9:00-1:00</u> Assessment Center Hours (KeyTrain by appointment)<br/>Sign up at Front Desk<br/><b>Metrix Online Learning - May use Assessment Center computers.</b><br/><b>Typing Tests 1:00 – 2:30</b></p> | <p><b>20</b></p> <p>Assessment Center Reserved<br/>Job Club/Search<br/>8:30 am – 12:00 pm</p>              | <p><b>21</b></p> <p><u>9:00-1:00</u> Assessment Center Hours (KeyTrain by Appointment)<br/>Sign up at Front Desk<br/><b>Metrix Online Learning - May use Assessment Center computers.</b><br/><b>Typing Tests 1:00 – 2:30</b></p> | <p><b>22</b></p>  |
| <p><b>25</b></p> <p><b>CLOSED FOR CHRISTMAS HOLIDAY</b></p>  | <p><b>26</b></p> <p><u>9:00-1:00</u> Assessment Center Hours (KeyTrain by appointment)<br/>Sign up at Front Desk<br/><b>Metrix Online Learning - May use Assessment Center computers.</b><br/><b>Typing Tests 1:00 – 2:30</b></p> | <p><b>27</b></p> <p>Assessment Center Reserved<br/>Job Club/Search<br/>8:30 am – 3:00 pm</p>               | <p><b>28</b></p> <p><u>9:00-1:00</u> Assessment Center Hours (KeyTrain by Appointment)<br/>Sign up at Front Desk<br/><b>Metrix Online Learning - May use Assessment Center computers.</b><br/><b>Typing Tests 1:00 – 2:30</b></p> | <p><b>29</b></p>  |