

Center Hours

Monday - Thursday
9:00 AM – 4:00 PM

Friday
9:00 AM – 1:00 PM

Calendar subject to change without notice

Brookhill EMPLOYMENT CENTER FEBRUARY 2010

Contact Information

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Our business is changing lives

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4 Re-Entry/ Ex-Offender Workshops 9:15 am – 12:15 pm ▲▲▲▲▲ GED Class 1:00 pm – 3:30 pm	5
8 Basic Email/Internet Class 10:00 am - 11:30 am	9 On-line Application Workshop 2:00 pm – 4:00 pm ▲▲▲▲▲ GED Class 1:00 pm – 3:30 pm	10 Resume Review 9:00 am – 12:00 pm ▲▲▲▲▲ GED Pre-testing 1:00 pm – 3:30 pm	11 Mock Interview Workshop 10:00 am - 12 pm ▲▲▲▲▲ GED Class 1:00 pm - 3:30 pm	12
15 EMPLOYMENT CENTER WILL BE CLOSED FOR STAFF DEVELOPMENT	16 GED Class 1:00 pm – 3:30 pm	17 Resume Writing Tips Workshop 11:00 am – 1:00 pm Presented by Joseph Lyons	18 Module III “Get-A-Job” 9:30 am - 12:30 pm ▲▲▲▲▲ GED Class 1:00 pm - 3:30 pm	19
22 Basic Email/Internet Class 10:00 am - 11:30 am	23 GED Class 1:00 pm – 3:30 pm	24 Resume Review 9:00 am – 12:00 pm ▲▲▲▲▲ GED Pre-testing 1:00 pm – 3:30 pm	25 GED Class 1:00 pm - 3:30 pm	26

"Opportunity knocks at the strangest times, It's not the time that matters
But how you answer the door." Steve/Gray

EMPLOYMENT CENTER SERVICES
ELECTRONIC SERVICES
Copy, Fax, Internet, Community Voice Mail
JOB LEADS
Current and Relevant Job leads
TRAINING
Employment, Computer and Vocational Training
CAREER PLANNING
Assessment tools, Case management
EX-OFFENDER OUTREACH
And much much more!

Free Workshops On-site
Need-A-Job
Assess, Prepare & Create
for a successful job search.
Find-A-Job
Identify, Explore & Prepare for Your
Job Search
Get-A-Job

**PARTNERSHIP FOR
FAMILIES**
Northside

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fax 804-353-4267
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**Henrico County
Public Schools**
Adult Education presents **GED
Classes on-site at the
Brookhill Employment Center.**
Pre-Testing is required.
See calendar for dates and times.