



JOB READINESS SCHEDULE

Week	Day	Day of the week	Course	Time
W3	D1	Monday	Personal Skills Assessment/Resume Found. Pieces/Comm. I and II	09:30 am
			Resume and Cover letter Building	11:00 am
W3	D2	Tuesday	Verbal Communication	09:30 am
			Google Docs Intro.	10:30 am
			Online job Search Information	11:00 am
W3	D4	Thursday	Communication III, IV & V	09:30 am
			Online Application Skills & Completion	11:30 am
W4	D1	Monday	Email "Cold-Calling"	09:30 am
			Professional Dress & Personal Hygiene	10:30 am
W4	D2	Tuesday	Communication VI – Mock Interviews w/ instructor	09:30 am
			Communication VII – Mock Interviews w/ CRNP Staff	10:30 am
W4	D3	Thursday	Communication Capstone Prep	09:30 pm
			Communication Capstone (Mock Interviews with City of Houston Managers)	10:30 pm
			Post Interview discussion/feedback	12:30 pm

Community Re-Entry Network Program

