


ONLINE WORKSHOPS

FEBRUARY 2020



Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
Cover & Interview 'Thank You' Letters 2 – 3 PM LinkedIn Advanced 3:30 – 4:30 PM Resume Writing Advanced 6 – 7:30 PM	Interviewing Strategies 5 – 6 PM LinkedIn Advanced 6:30 – 7:30 PM	Welcome Aboard! 10:30 – 11:30 AM Microsoft EXCEL Basic Formula Writing 1 – 2:30 PM	Cover & Interview 'Thank You' Letters 5 – 6 PM NETWORKING 6:30 – 7:30 PM	
10	11	12	13	14
	Job Search Strategies 10:30 – 12 PM Senior Level Interviewing 1 – 2:30 PM Resume Writing Advanced 3:00 – 4:30 PM		Accomplishment Stories 5 – 6 PM LinkedIn Advanced 6:30 – 7:30 PM	
17	18	19	20	21
	Resume Writing Advanced 6 – 7:30 PM		Interviewing Strategies 5 – 6 PM NETWORKING 6:30 – 7:30 PM	Microsoft Outlook 11 – 12:30 PM Microsoft Windows 2:30 – 4 PM
24	25	26	27	28
Interviewing Strategies 5 – 6 PM Job Search Strategies 6:30 – 8 PM		Microsoft EXCEL Basic Formula Writing 9:30 – 11 AM	Accomplishment Stories 9:30 – 10:30 AM Interviewing Strategies 11 – 12 PM How to Use Recruiters to Land a Job 1 – 2 PM	Learning Management Systems (LMS) 11 – 12 PM Microsoft WORD for Resume Formatting 2:30 – 4 PM
	Online Workshops require you to download WEBEX. Invitation and instructions will be sent one day prior to the workshop	1-1 consultations scheduled following the Resume or LinkedIn workshop. Schedule with the presenter 