



ONLINE WORKSHOPS

MARCH 2020



Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
NETWORKING 2 – 3 PM Accomplishment Stories 3:30 – 4:30 PM	Interviewing Strategies 5 – 6 PM LinkedIn Advanced 6:30 – 7:30 PM	Welcome Aboard! 10 – 11 AM Resume Writing Advanced 1 –2:30 PM	Cover & Interview 'Thank You' Letters 5 – 6 PM How to Use Recruiters to Land a Job 6:30 – 7:30 PM	Microsoft WORD for Resume Formatting 1 – 2:30 PM
9	10	11	12	13
	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	Microsoft Outlook 11 – 12 PM Microsoft Windows 2:30 – 4 PM
16	17	18	19	20
	Resume Writing Advanced 6 – 7:30 PM 		Interviewing Strategies 5 – 6 PM Cover & Interview 'Thank You' Letters 6:30 – 7:30 PM	Learning Management Systems (LMS) 11– 12 PM Microsoft WORD for Resume Formatting 2 – 3:30 PM
23	24	25	26	27
Interviewing Strategies 4:30 - 5:30 PM Job Search Strategies 6 – 7:30 PM		Microsoft EXCEL PivotTables 9:30 – 11 AM	LinkedIn Advanced 9:30 – 10:30 AM Interviewing Strategies 11 – 12 PM NETWORKING 1 – 2 PM	
30	31			
		1-1 consultations scheduled following the Resume or LinkedIn workshop.  Schedule with the presenter	Online Workshops require you to download WEBEX. Invitation and instructions will be sent one day prior to the workshop	