


# ONLINE WORKSHOPS

# JUNE 2020



Monday	Tuesday	Wednesday	Thursday	Friday
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Welcome Aboard!</b> 10:30 – 11:30 AM <b>LinkedIn- BASICS</b> 12:30 – 2 PM <b>How to Jump Over the Age Barrier</b> 2:30 – 4 PM	<b>How to Use Recruiters to Land a Job</b> 9:30- 10:30 AM <b>Branding/Changing Careers /Transferable Skills</b> 10:30 – 12 PM <b>Stress &amp; Anxiety Management Tools</b> 11:30 – 12:30 PM <b>LinkedIn Advanced</b> 1 – 2 PM <b>NETWORKING</b> 3- 4 PM	<b>RESUME Writing Basics</b> 9:30 – 11 AM <b>Cover Letters &amp; Correspondence</b> 12 – 1 PM <b>Job Search Strategies</b> 2 – 3:30 PM	<b>Accomplishment Stories</b> 10:30 – 11:30 AM <b>Active Interviewing</b> 12 – 1 PM <b>RESUME Writing Advanced</b> 2 - 3:30 PM	<b>Welcome Aboard!</b> 9:30 – 10:30 AM <b>Microsoft EXCEL for Basic Formula Writing</b> 12 – 1:30 PM <b>Learning Management Systems (LMS)</b> 1– 2 PM
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>Working Remotely</b> 10:30 – 12 PM <b>Senior Level Interviewing</b> 1 – 2:30 PM	<b>RESUME Writing Basics</b> 10:30 – 12 PM <b>Interviewing Strategies</b> 2:30 – 3:30 PM	<b>Job Search Strategies</b> 10 – 11:30 AM <b>How to Use Recruiters to Land a Job</b> 10:30 – 11:30 AM <b>NETWORKING</b> 12 -1 PM <b>Branding/Changing Careers /Transferable Skills</b> 12:30 – 2 PM <b>RESUME W. Advanced</b> 1:30 – 3 PM <b>LinkedIn Advanced</b> 3 – 4 PM	<b>Job Search Strategies</b> 10:30 – 12 PM <b>RESUME Writing Basics</b> 1 -2:30 PM <b>LinkedIn Advanced</b> 3 – 4 PM	<b>Microsoft Outlook</b> 11 – 12:30 PM <b>Microsoft Windows</b> 2:30 – 4 PM
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>Welcome Aboard!</b> 10:30 – 11:30 AM <b>LinkedIn- BASICS</b> 12:30 – 2 PM	<b>RESUME W. Advanced</b> 10 –11:30 AM <b>Accomplishment Stories</b> 12:30 – 1:30 PM <b>Microsoft EXCEL PivotTables</b> 2:30 – 4 PM <b>Active Interviewing</b> 2:30 – 3:30 PM	<b>How to Jump Over the Age Barrier</b> 10:30 – 12 PM <b>Cover Letters &amp; Correspondence</b> 12:30 – 1:30 PM <b>Senior Level Interviewing</b> 2 – 3:30 PM	<b>Working Remotely</b> 2 – 3:30 PM <b>Interviewing Strategies</b> 5 - 6 PM	<b>Learning Management Systems (LMS)</b> 11– 12 PM <b>Microsoft WORD for Resume Formatting</b> 2 – 3:30 PM
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
		<b>Stress &amp; Anxiety Management Tools</b> 11 – 12 PM <b>Interviewing Strategies</b> 1 – 2 PM	<b>Branding/Changing Careers /Transferable Skills</b> 10 – 11:30 AM <b>RESUME Writing Advanced</b> 1 – 2:30 PM <b>LinkedIn Advanced</b> 3 – 4 PM	<b>Working Remotely</b> 10 – 11:30 AM <b>NETWORKING</b> 12:30 – 1:30 PM
<b>29</b>	<b>30</b>			
<b>Job Search Strategies</b> 10:30 – 12 PM <b>LinkedIn Advanced</b> 1 – 2 PM <b>Accomplishment Stories</b> 3 – 4 PM	<b>Microsoft EXCEL PivotTables</b> 2:30 – 4 PM	 <b>1-1 consultations</b> scheduled following the Resume or LinkedIn workshop. <b>Schedule with the presenter</b>	<b>Online Workshops require you to download WEBEX. Invitation and instructions will be sent one day prior to the workshop</b>	