



ONLINE WORKSHOPS

SEPTEMBER 2020



Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
 1-1 consultations scheduled following the Resume or LinkedIn workshop. Schedule with the presenter	<u>How to Jump Over the Age Barrier</u> 10- 11:30 AM <u>Senior Level Interviewing</u> 12:30 - 2 PM <u>Active Interviewing</u> 3 - 4 PM	<u>Branding/Changing Careers /Transferable Skills</u> 10:30 - 12 PM <u>LinkedIn Advanced</u> 1 - 2 PM <u>NETWORKING</u> 3 - 4 PM	<u>RESUME W. BASICS</u> 9:30 - 11 AM <u>Cover Letters & Correspondence</u> 12 - 1 PM <u>Job Search Strategies</u> 2 - 3:30 PM	<u>How to Use Recruiters to Land a Job</u> 9:30- 10:30 AM <u>Stress & Anxiety Management Tools</u> 11:30 - 12:30 PM <u>Microsoft EXCEL for Basic Formula Writing</u> 1 - 2:30 PM <u>Learning Management Systems (LMS)</u> 3 - 4 PM
7	8	9	10	11
 Labor Day	<u>Accomplishment Stories</u> 10:30 - 11:30 AM <u>Interviewing Strategies</u> 2 - 1 PM <u>RESUME Writing Advanced</u> 2 - 3:30 PM	<u>Welcome Aboard!</u> 9:30 - 10:30 AM <u>Senior Level Interviewing</u> 10 - 11:30 AM <u>LinkedIn BASICS</u> 11:30 - 1 PM <u>Working Remotely</u> 12:30 - 2 PM <u>Microsoft EXCEL PivotTables</u> 2 - 3:30 PM	<u>RESUME W. BASICS</u> 10:30 - 12 PM <u>Interviewing Strategies</u> 2:30 - 3:30 PM	<u>JOB Search Strategies</u> 10 - 11:30 AM <u>Branding/Changing Careers/Transferable Skills</u> 12:30 - 2 PM <u>LinkedIn Advanced</u> 3 - 4 PM
14	15	16	17	18
<u>How to Use Recruiters to Land a Job</u> 10:30- 11:30 AM <u>NETWORKING</u> 12:30 - 1:30 PM <u>RESUME Writing Advanced</u> 2:30 - 4 PM	<u>Job Search Strategies</u> 10:30 - 12 PM <u>RESUME W. BASICS</u> 1 - 2:30 PM <u>LinkedIn Advanced</u> 3 - 4 PM	<u>Branding/Changing Careers /Transferable Skills</u> 10 - 11:30 AM <u>Accomplishment Stories</u> 12:30 - 1:30 PM <u>Interviewing Strategies</u> 2:30 - 3:30 PM	<u>How to Jump Over the Age Barrier</u> 10- 11:30 AM <u>Cover Letters & Correspondence</u> 12:30 - 1:30 PM <u>LEGAL AID</u> 12:30 - 1:30 PM <u>Senior Level Interviewing</u> 2:30 - 4 PM	<u>Microsoft Windows</u> 10 - 11:30 PM <u>Microsoft WORD for Basic Formula Writing</u> 2 - 3:30 PM
21	22	23	24	25
<u>Microsoft EXCEL for Basic Formula Writing</u> 10 - 11:30 AM <u>Working Remotely</u> 12:30 - 2 PM <u>NETWORKING</u> 3 - 4 PM	<u>Welcome Aboard!</u> 9:30 - 10:30 AM <u>Cover Letters & Correspondence</u> 3 - 4 PM	<u>How to Use Recruiters to Land a Job</u> 10:30- 11:30 AM <u>Job Search Strategies</u> 12:30 - 2 PM <u>Interviewing Strategies</u> 2:30 - 3:30 PM	<u>LinkedIn BASICS</u> 10 -11:30 AM	<u>How to Jump Over the Age Barrier</u> 9:30 - 11 AM <u>Stress & Anxiety Tools</u> 12 - 1 PM <u>Accomplishment Stories</u> 2 - 3 PM
28	29	30		
<u>LinkedIn Advanced</u> 9:30 -10:30 AM <u>Microsoft EXCEL PivotTables</u> 11 - 12:30 PM <u>Interviewing Strategies</u> 1:30 2:30 PM	<u>Microsoft Outlook</u> 10 - 11:30 AM <u>Learning Management Systems (LMS)</u> 2 - 3 PM <u>Welcome Aboard!</u> 3:30 - 4:30 PM	<u>Branding/Changing Careers /Transferable Skills</u> 10 - 11:30 AM <u>RESUME Writing Advanced</u> 12:30 - 2 PM <u>LinkedIn Advanced</u> 3 - 4 PM	Online Workshops require you to download WEBEX. Invitation and instructions will be sent one day prior to the workshop	