



# ONLINE WORKSHOPS

## NOVEMBER 2020



Monday	Tuesday	Wednesday	Thursday	Friday
<b>2</b> <b>How to Jump Over the Age Barrier</b> 10- 11:30 AM <b>Senior Level Interviewing</b> 12:30 - 2 PM <b>Welcome Aboard!</b> 1 - 2 PM <b>Microsoft EXCEL PivotTables</b> 3 - 4:30 PM <b>Active Interviewing</b> 3 - 4 PM	<b>3</b> <b>How to Use Recruiters to Land Jobs</b> 9:30- 10:30 AM <b>Stress &amp; Anxiety Management Tools</b> 11:30 - 12:30 PM <b>Job Search Strategies</b> 1:30 - 3 PM	<b>4</b> <b>Branding/Changing Careers /Transferable Skills</b> 10:30 - 12 PM <b>LinkedIn Advanced</b> 1- 2 PM <b>NETWORKING</b> 3 - 4 PM	<b>5</b> <b>RESUME W. 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>6</b> <b>Microsoft Windows Learning Management Systems (LMS)</b> 12:30 - 1:30 PM <b>Microsoft WORD 4 Resume Formatting</b> 2:30 - 4 PM
<b>9</b> <b>Senior Level Interviewing</b> 10 - 11:30 AM <b>Working Remotely</b> 12:30 - 2 PM <b>Welcome Aboard</b> 2:30 - 3:30 PM	<b>10</b> <b>Accomplishment Stories</b> 10:30 - 11:30 AM <b>Interviewing Strategies</b> 12 - 1 PM <b>RESUME Writing Advanced</b> 2 - 3:30 PM	<b>11</b>  <b>Office Closed</b>	<b>12</b> <b>Jump Over the Age Barrier</b> 9:30- 11 AM <b>RESUME W. BASICS</b> 10:30 - 12 PM <b>Stress &amp; Anxiety Management Tools</b> 12 - 1 PM <b>Branding/Changing Careers /Transferable Skills</b> 1:30 -3 PM <b>LinkedIn Advanced</b> 2 - 3 PM	<b>13</b> <b>Microsoft EXCEL for Basic Formula Writing</b> 10 -11:30 AM <b>Branding/Changing Careers /Transferable Skills</b> 12:30 -2PM <b>LinkedIn- BASICS</b> 1:30 - 3 PM <b>Accomplishment Stories</b> 3 - 4 PM
<b>16</b> <b>How to Use Recruiters to Land Jobs</b> 10:30- 11:30 AM <b>NETWORKING</b> 12:30-1:30 PM <b>RESUME Writing Advanced</b> 2:30 - 4 PM	<b>17</b> <b>Job Search Strategies</b> 10:30- 12 PM <b>RESUME W. BASICS</b> 1 - 2:30 PM <b>LinkedIn Advanced</b> 3 - 4 PM	<b>18</b> <b>Branding/Changing Careers /Transferable Skills</b> 10 -11:30 AM <b>Accomplishment Stories</b> 12:30 - 1:30 PM <b>Interviewing Strategies</b> 2:30 - 3:30 PM	<b>19</b> <b>How to Jump Over the Age Barrier</b> 10- 11:30 AM <b>Cover Letters &amp; Correspondence</b> 12:30-1:30 PM <b>LEGAL AID</b> 12:30 - 1:30 PM <b>LinkedIn- BASICS</b> 2 - 3 :30 PM <b>Senior Level Interviewing</b> 2:30- 4 PM	<b>20</b> <b>LinkedIn Advanced</b> 9:30 - 10:30 AM <b>Microsoft EXCEL PivotTables</b> 11 -12:30 PM <b>Interviewing Strategies</b> 1:30 - 2:30 PM <b>Welcome Aboard!</b> 3 - 4 PM
<b>23</b> <b>How to Use Recruiters to Land Jobs</b> 10:30- 11:30 AM <b>Job Search Strategies</b> 12:30-2 PM <b>Interviewing Strategies</b> 2:30 - 3:30 PM	<b>24</b> <b>Branding/Changing Careers /Transferable Skills</b> 10 -11:30 AM <b>RESUME Writing Advanced</b> 12:30 - 2 PM <b>LinkedIn Advanced</b> 3 - 4 PM	<b>25</b> <b>Learning Management Systems (LMS)</b> 9 - 10 AM <b>Cover Letters &amp; Correspondence</b> 10- 11 AM <b>NETWORKING</b> 12 - 1 PM	<b>26</b>  <b>Happy Thanksgiving!</b>	<b>27</b> <b>Office Closed</b>
<b>30</b> <b>Microsoft OUTLOOK</b> 9:30 - 11 AM <b>RESUME Writing Advanced</b> 11 -12:30 PM <b>Microsoft EXCEL for Basic Formula Writing</b> 1-2:30 PM <b>Working Remotely</b> 1:30 -3 PM		<b>Online Workshops require you to download WEBEX. Invitation and instructions will be sent one day prior to the workshop</b>	<b>1-1 consultations scheduled following the Resume or LinkedIn workshop. Schedule with the presenter</b>	