




ONLINE WORKSHOPS

DECEMBER 2020



Monday	Tuesday	Wednesday	Thursday	Friday
	1 How to Use Recruiters to Land Jobs 9:30- 10:30 AM How to Jump Over the Age Barrier 10- 11:30 AM Stress & Anxiety Management Tools 11:30 – 12:30 PM Senior Level Interviewing 12:30 - 2 PM Job Search Strategies 1:30 – 3 PM Active Interviewing 3 – 4 PM	2 Branding/Changing Careers /Transferable Skills 10:30 – 12 PM LinkedIn Advanced 1- 2 PM NETWORKING 3 - 4 PM	3 RESUME W. BASICS 9:30 – 11 AM Cover Letters & Correspondence 12 – 1 PM Welcome Aboard! 1 – 2 PM Job Search Strategies 2 – 3:30 PM Microsoft EXCEL PivotTables 3 – 4:30 PM	4 Microsoft Windows 9:30 – 11 AM Learning Management Systems (LMS) 12:30 - 1:30 PM Microsoft WORD 4 Resume Formatting 2:30 – 4 PM
 7 Senior Level Interviewing 10 – 11:30 AM Working Remotely 12:30 – 2 PM Welcome Aboard 2:30 – 3:30 PM	8 Accomplishment Stories 10:30 – 11:30 AM Interviewing Strategies 12 – 1 PM RESUME Writing Advanced 2 – 3:30 PM	9 RESUME W. BASICS 10:30 – 12 PM Branding/Changing Careers /Transferable Skills 1:30 – 3 PM	10 LinkedIn- BASICS 9:30 – 11 AM Jump Over the Age Barrier 11 – 12:30 PM Stress & Anxiety Management Tools 1:30 – 2:30 PM LinkedIn Advanced 3:30 – 4:30 PM	11 Microsoft EXCEL for Basic Formula Writing 10 –11:30 AM Branding/Changing Careers /Transferable Skills 12:30 –2PM Accomplishment Stories 3 – 4 PM
14 How to Use Recruiters to Land Jobs 10:30- 11:30 AM NETWORKING 12:30-1:30 PM RESUME Writing Advanced 2:30 – 4 PM	15 Job Search Strategies 10:30– 12 PM RESUME W. BASICS 1 – 2:30 PM LinkedIn Advanced 3 – 4 PM	16 Branding/Changing Careers /Transferable Skills 10 –11:30 AM Accomplishment Stories 12:30 – 1:30 PM Interviewing Strategies 2:30 – 3:30 PM	17 How to Jump Over the Age Barrier 10- 11:30 AM Cover Letters & Correspondence 12:30-1:30 PM LEGAL AID 12:30 – 1:30 PM Microsoft OUTLOOK 1 – 2:30 PM Senior Level Interviewing 2:30- 4 PM	18 LinkedIn Advanced 9:30 – 10:30 AM Microsoft EXCEL PivotTables 11 –12:30 PM Interviewing Strategies 1:30 – 2:30 PM Welcome Aboard! 3 – 4 PM
21 LinkedIn- BASICS 10 – 11:30 AM Job Search Strategies 12:30–2 PM Interviewing Strategies 2:30 - 3:30 PM How to Use Recruiters to Land Jobs 4:30 – 5:30 PM	22 Branding/Changing Careers /Transferable Skills 10 –11:30 AM RESUME Writing Advanced 12:30 – 2 PM LinkedIn Advanced 3 – 4 PM	23 Cover Letters & Correspondence 12:30 – 1:30 PM Welcome Aboard 1:30 – 2:30 PM NETWORKING 2:30 – 3:30 PM		25 Peace on Earth! 
28	29	30 Online Workshops require you to download WEBEX. Invitation and instructions will be sent one day prior to the workshop	31 1-1 consultations scheduled following the Resume or LinkedIn workshop. Schedule with the presenter	