

# ONLINE WORKSHOPS



# APRIL 2021

Monday	Tuesday	Wednesday	Thursday	Friday
			<b>1</b>	<b>2</b>
<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</b> scheduled following the Resume or LinkedIn workshop. Schedule with the presenter		<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>Microsoft OUTLOOK</b> 9:30 - 11 AM <b>Learning Management Systems (LMS)</b> 11:30 - 12:30 PM <b>Microsoft WORD 4 Resume Formatting</b> 2 – 3:30 PM
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</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>Welcome Aboard</b> 4 – 5 PM	<b>Accomplishment Stories</b> 10:30 – 11:30 AM <b>Interviewing Strategies</b> 12 – 1 PM <b>RESUME W. BASICS</b> 2 – 3:30 PM	<b>RESUME Writing Advanced</b> 9:30 – 11 AM <b>Cover Letters &amp; Correspondence</b> 12 – 1 PM <b>Branding/Changing Careers /Transferable Skills</b> 2 –3:30 PM	<b>LinkedIn- BASICS</b> 12:30 – 2 PM	<b>How to Jump Over the Age Barrier</b> 10- 11:30 AM <b>Management Level Interview Tips</b> 12:30- 2 PM <b>Interviewing Strategies</b> 3 -4 PM
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>Stress &amp; Anxiety Management Tools</b> 10:30 – 11:30 PM <b>LinkedIn Advanced</b> 12:30- 1:30 PM <b>NETWORKING</b> 2:30 – 3:30 PM	<b>Job Search Strategies</b> 9:30- 11 PM <b>RESUME W. BASICS</b> 12 – 1:30 PM <b>LinkedIn Advanced</b> 2:30 – 3:30 PM	<b>Branding/Changing Careers /Transferable Skills</b> 10 – 11:30 PM <b>Accomplishment Stories</b> 12:30 – 1:30 PM <b>Interviewing Strategies</b> 2:30 – 3:30 PM	<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>Management Level Interviewing Tips</b> 2:30 – 4 PM	<b>Microsoft Windows</b> 9:30 – 11 AM <b>Microsoft EXCEL PivotTables</b> 11:30 - 1 PM <b>Branding/Changing Careers /Transferable Skills</b> 2 –3:30 PM
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>LinkedIn- BASICS</b> 9:30 – 11 AM <b>Interviewing Strategies</b> 12 -1 PM <b>Job Search Strategies</b> 2- 3:30 PM	<b>WORKING REMOTELY</b> 9:30- 11 AM <b>Welcome Aboard</b> 12 – 1 PM <b>Microsoft Excel Basic Formula Writing</b> 2 – 3:30 PM	<b>Management Level Interview Tips</b> 10 - 11:30 PM <b>Cover Letters &amp; Correspondence</b> 12:30 – 1:30 PM <b>NETWORKING</b> 2:30 – 3:30 PM	<b>How to Jump Over the Age Barrier</b> 11- 12:30 AM <b>Stress &amp; Anxiety Management Tools</b> 1:30 – 2:30 PM <b>LinkedIn Advanced</b> 3:30 – 4:30 PM	<b>RESUME Writing Advanced</b> 9:30 – 11 AM <b>Microsoft EXCEL PivotTables</b> 11:30 - 1 PM <b>Interviewing Strategies</b> 2 – 3 PM
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
<b>Learning Management Systems (LMS)</b> 1:30 - 12:30 PM	<b>How to Use Recruiters to Land Jobs</b> 9:30 – 10:30 AM <b>Accomplishment Stories</b> 11:30 – 12:30 PM <b>Job Search Strategies</b> 1:30- 3 PM	<b>Branding/Changing Careers /Transferable Skills</b> 10 –11:30 AM <b>RESUME Writing Advanced</b> 12:30 – 2 PM		<b>Welcome Aboard</b> 1:30 – 2:30 PM