




ONLINE WORKSHOPS

NOVEMBER 2021



Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
Stress & Anxiety Mgmt. Tools 9:30 – 10:30 AM LinkedIn Advanced 11:30 – 12:30 PM JOB SEARCH Strategies 1:30 – 3 PM	How to Use Recruiters to Land Jobs 9:30 – 10:30 AM NETWORKING 11:30 –12:30 PM RESUME Writing BASICS 1:30 – 3 PM Welcome Aboard 3:30 – 4:30 PM	Learning Mgmt. Systems (LMS) 11:30 – 12:30 PM	Access: Relationships/Data/Forms & Reports 9 – 12 PM MS EXCEL Basic Formula Writing 9:30 – 11 AM Branding/Changing Careers /Transferable Skills 11:30 – 1 PM MS EXCEL Pivot Tables 2 – 3:30 PM	How to Jump Over the Age Barrier 9:30 - 11 AM Accomplishment Stories 12 – 1 PM LinkedIn Advanced 2 – 3 PM
8	9	10	11 Office closed	12
JOB SEARCH Strategies 9:30 –11 AM RESUME Writing BASICS 12 – 1:30 PM Interviewing Strategies 2:30 – 3:30 PM	Access: Properties & Querying Data 9 – 12 PM	Management Level Interviewing Tips 10 – 11:30 AM Cover Letters & Correspondence 12:30 -1:30 PM NETWORKING 2:30 – 3:30 PM	 Veterans Day	RESUME W. Advanced 9:30 – 11 AM MS EXCEL Pivot Tables 11:30 - 1 PM Excel Functions Employers Value 2 – 3:30 PM
15	16	17	18	19
MS WORD 4 Resume Formatting 3 - 4:30 PM	MS EXCEL Basic Formula Writing 9:30 – 11 AM Welcome Aboard 3:30 – 4:30 PM	MS OUTLOOK 1 – 2:30 PM Learning Mgmt. Systems (LMS) 3 – 4 PM	Working Remotely 9 – 10:30 AM Management Level Interviewing Tips 11:30 - 1 PM Interviewing Strategies 2 - 3 PM	
22	23	24	25 Office closed	26 Office closed
How to Jump Over the Age Barrier 9:30 - 11 AM Cover Letters & Correspondence 12 -1 PM Management Level Interviewing Tips 2 – 3:30 PM	How to Use Recruiters to Land Jobs 9:30 – 10:30 AM NETWORKING 11:30 – 12:30 PM RESUME Writing BASICS 1:30 – 3 PM JS Engines, Applications & Keywords 3:30 – 4:30 PM	Excel Functions Employers Value 9:30 -11 AM Branding/Changing Careers /Transferable Skills 12 – 1:30 PM	 Happy Thanksgiving	
29	30	★★★★★		
	Accomplishment Stories 12 – 1 PM JOB SEARCH Strategies 11:30 –1 PM LinkedIn Advanced 2 - 3 PM	Online Workshops are presented on GoToMeeting Invitations sent one day prior to the workshop with directions for 1st time users.	1-1 consultations Schedule with the presenter following the Resume or LinkedIn workshop.	More Workshops! We're back in the office for additional workshops. Register on Events, directions attached

* Workshops begin promptly

* Please complete the survey following the session

11.01.21