


ONLINE WORKSHOPS

January 2022

Monday	Tuesday	Wednesday	Thursday	Friday
3 	4	5 <u>How to Use Recruiters to Land Jobs</u> 9:30 – 10:30 AM NETWORKING 11:30 – 12:30 PM <u>Management Level Interviewing Tips</u> 1:30 – 3 PM	6 RESUME Writing BASICS 9:30 – 11 PM <u>Excel Basic Formula Writing</u> 9:30 – 11 AM How to Jump Over the Age Barrier 12 – 1:30 PM <u>Welcome Aboard</u> 12:30 – 1:30 PM <u>Interviewing Strategies</u> 3 – 4 PM	7 <u>MS Excel Basic Formula Writing</u> 9:30 – 11 AM <u>Branding/Changing Careers /Transferable Skills</u> 11:30 – 1 PM <u>MS Excel Pivot Tables</u> 2 – 3:30 PM
10 <u>How to Jump Over the Age Barrier</u> 9:30 – 11 AM <u>Accomplishment Stories</u> 12- 1 PM <u>LinkedIn Advanced</u> 2 – 3 PM	11 <u>Learning Management Systems (LMS)</u> 3:30 – 4:30 PM	12 <u>How to Use Recruiters to Land Jobs</u> 9:30 – 10:30 AM <u>JS Engines, Applications & Keyword Tips</u> 11:30 – 12:30 PM RESUME Writing BASICS 1:30 - 3 PM	13 RESUME Writing Advanced 9:30 – 11 AM <u>MS Excel Pivot Tables</u> 11:30 - 1 PM <u>Excel Functions Employers Value</u> 2 – 3:30 PM	14 <u>Working Remotely</u> 9 – 10:30 AM <u>Management Level Interviewing Tips</u> 11:30 - 1 PM <u>Interviewing Strategies</u> 2 - 3 PM
17 Office Closed	18 <u>Microsoft Windows</u> 9 – 12 PM <u>Branding/Changing Careers /Transferable Skills</u> 9:30 -11 AM RESUME Writing Advanced 12 – 1:30 PM <u>Stress & Anxiety Management Tools</u> 2:30 – 3:30 PM	19 RESUME Writing BASICS 9:30 - 11 AM <u>Interviewing Strategies</u> 12 - 1 PM <u>Accomplishment Stories</u> 2- 3 PM	20 <u>Management Level Interviewing Tips</u> 10 – 11:30 AM <u>Cover Letters & Correspondence</u> 12:30 -1:30 PM NETWORKING 2:30 – 3:30 PM	21 RESUME W. Adv. 9:30 – 11 AM <u>JOB SEARCH Strategies</u> 12 – 1:30 PM <u>Learning Management Systems (LMS)</u> 1:30 – 2:30 PM <u>LinkedIn Advanced</u> 2:30 – 3:30 PM
24 <u>How to Jump Over the Age Barrier</u> 9:30 – 11 AM <u>Cover Letters & Correspondence</u> 12 -1 PM <u>Management Level Interviewing Tips</u> 2 - 3:30 PM	25 <u>MS WORD 4 Resume Formatting</u> 12 – 1:30 PM <u>MS OUTLOOK</u> 2:30 – 4 PM	26 <u>LinkedIn- BASICS</u> 10 – 11:30 AM <u>Interviewing Strategies</u> 12:30 – 1:30 PM <u>JS Engines, Applications & Keyword Tips</u> 2:30 – 3:30 PM	27 <u>JOB SEARCH Strategies</u> 9:30 – 11 PM RESUME Writing BASICS 12 -1:30 PM <u>Interviewing Strategies</u> 2:30 – 3:30 PM	28 <u>Welcome Aboard</u> 1 - 2 PM <u>Excel Basic Formula Writing</u> 3 – 4:30 PM
31 <u>Excel Functions Employers Value</u> 9:30 – 11 PM <u>Branding/Changing Careers /Transferable Skills</u> 12 – 1:30 PM <u>Accomplishment Stories</u> 2:30 – 3:30 PM	1-1 consultations Schedule with the presenter following the Resume or LinkedIn workshop.		Online Workshops are presented on GoToMeeting Invitations sent one day prior to the workshop with directions for 1 st time users.	* Workshops begin promptly Please complete the survey following the session Revised 1.12.22