


# ONLINE WORKSHOPS

## FEBRUARY 2021



Monday	Tuesday	Wednesday	Thursday	Friday
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<p><b>Online Workshops require you to download WEBEX. Invitation and instructions will be sent one day prior to the workshop</b></p>	<p><b>How to Use Recruiters to Land Jobs</b> 9:30- 10:30 AM</p> <p><b>Stress &amp; Anxiety Management Tools</b> 11:30 – 12:30 PM</p> <p><b>Job Search Strategies</b> 1:30 – 3 PM</p>	<p><b>Branding/Changing Careers /Transferable Skills</b> 10:30 – 12 PM</p> <p><b>LinkedIn Advanced</b> 1- 2 PM</p> <p><b>NETWORKING</b> 3 - 4 pm</p>	<p><b>RESUME W. BASICS</b> 9:30 – 11 AM</p> <p><b>Cover Letters &amp; Correspondence</b> 12 – 1 PM</p> <p><b>Welcome Aboard!</b> 1 – 2 PM</p> <p><b>Job Search Strategies</b> 2 – 3:30 PM</p> <p><b>Microsoft EXCEL PivotTables</b> 4 – 5:30 PM</p>	<p><b>How to Jump Over the Age Barrier</b> 10- 11:30 AM</p> <p><b>Senior Level Interviewing</b> 12:30 - 2 PM</p> <p><b>Interviewing Strategies</b> 3 – 4 PM</p>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<p><b>How to Use Recruiters to Land Jobs</b> 10:30- 11:30 AM</p> <p><b>NETWORKING</b> 12:30-1:30 PM</p> <p><b>RESUME Writing Advanced</b> 2:30 – 4 PM</p>	<p><b>Accomplishment Stories</b> 10:30 – 11:30 AM</p> <p><b>Interviewing Strategies</b> 12 – 1 PM</p> <p><b>RESUME W. BASICS</b> 2 - 3:30 PM</p>	<p><b>RESUME Writing Advanced</b> 11 – 12:30 PM</p> <p><b>Branding/Changing Careers /Transferable Skills</b> 1:30 –3 PM</p>	<p><b>Working Remotely</b> 9:30 – 11 AM</p> <p><b>Microsoft Window</b> 11:30 – 1 PM</p> <p><b>LinkedIn- BASICS</b> 2:30 – 4 PM</p>	<p><b>Microsoft OUTLOOK</b> 9:30 – 11 AM</p> <p><b>Learning Management Systems (LMS)</b>12:30 – 1:30 PM</p> <p><b>Microsoft WORD 4 Resume Formatting</b> 2:30 – 4 PM</p>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
 <p>office closed</p>	<p><b>RESUME W. BASICS</b> 12 – 1:30 PM</p> <p><b>Job Search Strategies</b> 9:30– 11 AM</p> <p><b>LinkedIn- BASICS</b> 2:30 – 4 PM</p>	<p><b>Branding/Changing Careers /Transferable Skills</b> 10 –11:30 AM</p> <p><b>Accomplishment Stories</b> 12:30 – 1:30 PM</p> <p><b>Interviewing Strategies</b> 2:30 – 3:30 PM</p>	<p><b>How to Jump Over the Age Barrier</b> 10- 11:30 AM</p> <p><b>Cover Letters &amp; Correspondence</b> 12:30-1:30 PM</p> <p><b>LEGAL AID</b> 12:30 – 1:30 PM</p> <p><b>Senior Level Interviewing</b> 2:30- 4 PM</p>	<p><b>Microsoft EXCEL for Basic Formula Writing</b> 10 –11:30 AM</p> <p><b>Branding/Changing Careers /Transferable Skills</b> 12:30 –2PM</p> <p><b>Accomplishment Stories</b> 3 – 4 PM</p>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<p><b>LinkedIn- BASICS</b> 10 – 11:30 AM</p> <p><b>Job Search Strategies</b> 12:30–2 PM</p> <p><b>Interviewing Strategies</b> 2:30 - 3:30 PM</p> <p><b>Welcome Aboard</b> 3:30 – 4:30 PM</p>	<p><b>Branding/Changing Careers /Transferable Skills</b> 10 –11:30 AM</p> <p><b>RESUME Writing Advanced</b> 12:30 – 2 PM</p> <p><b>How to Use Recruiters to Land Jobs</b> 3 – 4 PM</p>	<p><b>Senior Level Interviewing</b> 10 – 11:30 AM</p> <p><b>Cover Letters &amp; Correspondence</b> 12:30 – 1:30 PM</p> <p><b>NETWORKING</b> 2:30 – 3:30 PM</p>	<p><b>How to Jump Over the Age Barrier</b> 11- 12:30 PM</p> <p><b>Welcome Aboard</b> 12:30 – 1:30 PM</p> <p><b>Stress &amp; Anxiety Management Tools</b> 1:30 – 2:30 PM</p> <p><b>LinkedIn Advanced</b> 3:30 – 4:30 PM</p>	<p><b>Microsoft EXCEL PivotTables</b> 11 –12:30 PM</p> <p><b>Learning Management Systems (LMS)</b> 12:30 - 1:30 PM</p> <p><b>Interviewing Strategies</b> 1:30 – 2:30 PM</p>
		<p><b>1-1 consultations</b> scheduled following the Resume or LinkedIn workshop. Schedule with the present</p>		