

🕒 Please be on time for Workshops. Latecomers will be asked to re-schedule. 🕒

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4	5	6
 Office Closed	<u>9:30 - 3:00</u> Skills Identification / Resume Writing	<u>9:30 - 12:30</u> Writing Cover Letters (bring a posting)	Building Confidence with Virtual Job Search – Day 1 and 2 <u>9:30 – 12:00</u> Resources for Effective Research	<u>9:30 - 12:30</u> Online Applications <u>1:00 – 3:00</u> Social Media
9	10	11	12	13
<u>9:30 - 3:00</u> Skills Identification / Resume Writing	<u>9:30 – 2:00</u> Interviewing – Day 1	<u>9:30 – 2:00</u> Interviewing – Day 2	<u>9:30 – 12:00</u> Age Advantage <i>Do you see your age as a disadvantage?</i> <u>9:30 – 1:00</u> Personality Dimensions™ CCM NEWTON Office 260, 7525 King George Blvd. Ph: 604-598-1400	<u>9:30 - 3:00</u> Skills Identification / Resume Writing
16	17	18	19	20
<u>9:30 - 3:00</u> Skills Identification / Resume Writing	<u>9:30 - 12:30</u> Strategies for the Hidden Job Market <u>2:00 - 4:00</u> MS Word – Day 1	<u>9:30 - 12:30</u> Writing Cover Letters (bring a posting) <u>2:00 - 4:00</u> MS Word – Day 2	Building Confidence with Virtual Job Search – Day 1 and 2 <u>9:30 – 12:00</u> Resources for Effective Research <u>1:00 - 3:00</u> MS Word – Day 3	<u>9:30 - 12:30</u> Online Applications <u>1:00 – 3:00</u> Social Media
23	24	25	26	27
<u>9:30 - 3:00</u> Skills Identification / Resume Writing	<u>9:30 - 2:00</u> Interviewing – Day 1	<u>9:30 – 2:00</u> Interviewing – Day 2	<u>9:30 - 1:30</u> Skills Transfer	
30	31	Feb 1	Feb 2	Feb 3
<u>9:30 - 3:00</u> Skills Identification / Resume Writing	<u>9:30 - 3:00</u> Skills Identification / Resume Writing	<u>9:30 - 12:30</u> Writing Cover Letters (bring a posting)	Building Confidence with Virtual Job Search – Day 1 and 2 <u>9:30 – 12:00</u> Resources for Effective Research	<u>9:30 - 12:30</u> Online Applications <u>1:00 – 3:00</u> Social Media