

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
January 30	January 31	February 1	February 2	February 3
<u>9:30 - 11:30</u> Skills Identification <u>12:00 - 3:00</u> Resume Writing	<u>9:30 - 11:30</u> Skills Identification <u>12:00 - 3:00</u> Resume Writing	<u>9:30 - 12:30</u> Writing Cover Letters (bring a posting)	Building Confidence with Virtual Job Search	
6	7	8	9	10
<u>9:30 - 11:30</u> Skills Identification <u>12:00 - 3:00</u> Resume Writing	<u>9:30 - 11:30</u> Skills Identification <u>12:00 - 3:00</u> Resume Writing	<u>9:30 - 2:30</u> Interviewing – Day 1	<u>9:30 - 11:30</u> Interviewing – Day 2 <u>9:30 - 1:00</u> Personality Dimensions™ CCM NEWTON Office 260, 7525 King George Blvd. Ph: 604-598-1400	
13	14	15	16	17
<u>9:30 - 11:30</u> Skills Identification <u>12:00 - 3:00</u> Resume Writing	<u>9:30 - 12:30</u> Strategies for the Hidden Job Market <u>1:00 - 3:00</u> MS Word – Day 1	<u>9:30 - 12:00</u> Age Advantage <i>Do you see your age as a disadvantage?</i> <u>1:00 - 3:00</u> MS Word – Day 2	<u>9:30 - 12:00</u> Skills Transfer <i>(Pre-requisite: Skills Identification)</i> <u>1:00 - 3:00</u> MS Word – Day 3	
20	21	22	23	24
<u>9:30 - 11:30</u> Skills Identification <u>12:00 - 3:00</u> Resume Writing	Building Confidence with Virtual Job Search		<u>9:30 - 2:30</u> Interviewing – Day 1	<u>9:30 - 11:30</u> Interviewing – Day 2
	<u>9:30 - 12:30</u> Online Applications	<u>9:30 - 12:00</u> Resources for Effective Research <u>1:00 - 3:00</u> Social Media		
27	28	29	March 1	March 2
<u>9:30 - 11:30</u> Skills Identification <u>12:00 - 3:00</u> Resume Writing	<u>9:30 - 11:30</u> Skills Identification <u>12:00 - 3:00</u> Resume Writing	<u>9:30 - 12:30</u> Writing Cover Letters (bring a posting)		