

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
February 27	February 28	February 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)		
5	6	7	8	9
<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	
12	13	14	15	16
<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 Do you see your age as a disadvantage? <u>1:00 - 3:00</u> MS Word – Day 2	<u>9:30 - 12:00</u> Skills Transfer (Pre-requisite: Skills Identification) <u>1:00 - 3:00</u> MS Word – Day 3	
19	20	21	22	23
<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		
		<u>9:30 - 12:00</u> Resources for Effective Research <u>1:00 - 3:00</u> Social Media	<u>9:30 - 12:30</u> Online Applications	
26	27	28	29	30
<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		