



ONLINE WORKSHOPS JULY 2020



Monday	Tuesday	Wednesday	Thursday	Friday
<p> 1-1 consultations scheduled following the Resume or LinkedIn workshop. Schedule with the presenter</p>	<p>Online Workshops require you to download WEBEX. Invitation and instructions will be sent one day prior to the workshop</p>	<p>1 Job Search Strategies 10:30 – 12 PM LinkedIn Advanced 1 – 2 PM</p>	<p>2 How to Jump Over the Age Barrier 10:30 – 12 PM Senior Level Interviewing 1 – 2:30 PM Microsoft EXCEL PivotTables 3 – 4:30 PM</p>	<p>3 </p>
<p>6 Welcome Aboard! 10:30 – 11:30 AM LinkedIn- BASICS 12:30 – 2 PM</p>	<p>7 Branding/Changing Careers /Transferable Skills 10:30 – 12 PM LinkedIn Advanced 1 – 2 PM NETWORKING 3- 4 PM</p>	<p>8 RESUME W. BASICS 9:30 –11 AM How to Use Recruiters to Land a Job 9:30 – 10:30 AM Stress & Anxiety Management Tools 11:30 – 12:30 PM Cover Letters & Correspondence 12 – 1 PM Job Search Strategies 2 – 3:30 PM</p>	<p>9 Accomplishment Stories 10:30 – 11:30 AM Microsoft EXCEL for Basic Formula Writing 11 – 12:30 PM Active Interviewing 12 – 1 PM RESUME Writing Advanced 2 -3:30 PM</p>	<p>10 Learning Management Systems (LMS) 2 - 3 PM</p>
<p>13 Welcome Aboard! 9 - 10 AM LinkedIn- BASICS 10:30 – 12 PM Senior Level Interviewing 1 – 2:30 PM Working Remotely 3:30 – 4:30 PM</p>	<p>14 RESUME W. BASICS 10:30 –12 PM Active Interviewing 2:30 – 3:30 PM</p>	<p>15 How to Use Recruiters to Land a Job 10:30- 11:30 AM NETWORKING 12 -1 PM RESUME Writing Advanced 1:30 -3 PM</p>	<p>16 Microsoft Outlook 10 – 11:30 AM Job Search Strategies 10:30 – 12 PM LEGAL AID Seminar 12:30 – 1:30 PM RESUME W. BASICS 1 – 2:30 PM Microsoft Windows 2 – 3:30 PM LinkedIn Advanced 3 – 4 PM</p>	<p>17 RESUME Writing Advanced 10 – 11:30 AM Microsoft EXCEL PivotTables 1 – 2:30 PM</p>
<p>20</p>	<p>21 Accomplishment Stories 12:30 – 1:30 PM Interviewing Strategies 2:30 – 3:30 PM</p>	<p>22 How to Jump Over the Age Barrier 10 – 11:30 AM Cover Letters & Correspondence 12:30 – 1:30 PM Senior Level Interviewing 2:30 – 4 PM</p>	<p>23 Branding/Changing Careers /Transferable Skills 10 – 11:30 AM RESUME Writing Advanced 1 – 2:30 PM Working Remotely 2:30 – 4 PM Interviewing Strategies 5 - 6 PM</p>	<p>24 JOB Search Strategies 10 – 11:30 AM Branding/Changing Careers/Transferable Skills 12:30 – 2 PM LinkedIn Advanced 3 – 4 PM</p>
<p>27</p>	<p>28 Welcome Aboard! 9:30 – 10:30 AM LinkedIn Advanced 10:30 – 11:30 AM Job Search Strategies 12:30 – 2 PM Interviewing 2:30 – 3:30 PM Cover Letters & Correspondence 3 – 4 PM</p>	<p>29 Stress & Anxiety Management Tools 11 – 12 PM Interviewing Strategies 1 - 2 PM</p>	<p>30 LinkedIn- BASICS 12:30 – 2 PM Working Remotely 2 – 3:30 PM NETWORKING 4:30 – 5:30 PM</p>	<p>31 Learning Management Systems (LMS) 10 – 11 AM Microsoft EXCEL for Basic Formula Writing 2 – 3:30 PM</p>