

Workshop Schedule

March

2019

Important Dates

Mar 4	Job Club 12-4pm - Microsoft Word
Mar 7	Motivated Skills
Mar 11	Job Club 12-4pm - Microsoft Excel
Mar 14	MSEOAW / BMC
Mar 18	Job Club 12-4pm - Digital Citizenship/ Netiquette
Mar 21	Password Management

Notes

Introduction to Microsoft Word
Motivated Card Skills Sort
Introduction to Microsoft Excel
Business Model Canvas and Self-Employment Program
Digital Etiquette - do's and don't's
Learn techniques to secure and manage passwords

Canada



WorkBC
Employment Services Centre



The Employment Program of BC is funded by the Government of Canada and the Province of BC.

* All Workshops in Grand Forks Location from 9:30am-12pm unless otherwise noted