

# Workshop Schedule

May-June

2018

## Important Dates

May 28/18	Anger Management
May 29/18	Training/School Info Session
May 31/18	Excel Level 2
Jun 4/18	Job Search Techniques
Jun 5/18	Resumes & Cover Letters
Jun 7/18	Powerpoint Level 2
Jun 11/18	The Hidden Job Market
Jun 12/18	Survival Coping Stances 9:30am-2pm
Jun 13/18	Advocacy Center Presentation
Jun 14/18	Microsoft Word for Beginners

## Notes

Try out some techniques in this hands on workshop  
Interested in going to school? Get info on what you need  
Do you have the basics but want to do more with Excel?  
Techniques and strategies to land your next job  
How to get noticed and get an interview!  
Build on your PowerPoint skills and create a presentation!  
How to find jobs other than through job boards  
How do you cope in times of stress?  
Learn more about tenant rights and responsibilities  
No experience necessary for this hands on workshop!

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