

Workshop Schedule

October

2018

Important Dates

Oct 4	Digital Citizenship
Oct 9	Microsoft Word Level 1
Oct 9	MSEOAW *1 - 4pm
Oct 11	Microsoft Word Level 2
Oct 15	Job Club - Stress/Anger Management *12-4pm
Oct 16	Microsoft Excel Level 1
Oct 16	BMC *1 - 4:30pm
Oct 18	Microsoft Excel Level 2
Oct 22	Job Club - *12 - 4pm
Oct 23	Bookkeeping *6:30 - 8:30pm
Oct 29	Job Club - *12 - 4pm

Notes

Etiquette for the online digital world
Introduction to Microsoft Word
Learn about the Self Employment Program
Continue your Microsoft Word learning
Tips and techniques to help you cope with stress and
Introduction to Microsoft Excel
Business Model Canvas
Build on the introduction to by practicing formulas and
What can Boundary Family Services do for you!
The Importance and Why's of Bookkeeping
How to apply for Persons with Barriers or Disabilities

NVC/Compassionate Communication is a 10 part series-attending all 10 sessions is recommended/requested

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

Canada



WorkBC
Employment Services Centre

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

