

Workshop Schedule

December

2018

Important Dates

Nov 30	Introduction to Microsoft Excel
Dec 3	Job Club - *12 - 4pm Improving Mindfulness
Dec 4	Microsoft Excel Level 2
Dec 6	BMC / MSEOAW 1pm - 4:30pm
Dec 10	Job Club - *12 - 4pm Increasing Happiness
Dec 11	Digital Citizenship / Netiquette
Dec 13	Computer Maintenance and Security
Dec 17	Job Club - *12 - 4pm Goal Setting
Dec 18	Microsoft Word for Beginners
Dec 20	Password Management

Happy Holidays!

Notes

Introduction to your new favourite program
How to live in the present
Practice Formula Building Hands On
Business Model Canvas / Self-Employment Program
The power of positive thinking
Learn about your Digital Footprint and online etiquette
Keep your Windows based PC Running Smoothly and Safe
Goal Setting and Vision Boards
No experience necessary for this hands on workshop!
Too many passwords? Learn about password management

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