

Workshop Schedule

January

2019

Important Dates

Jan 7	Job Club 12pm-4pm Soft Skills
Jan 10	Excel Level 1
Jan 10	MSEOAW 1pm - 4:30pm
Jan 14	Job Club 12-4pm Self-Awareness/Self-Esteem
Jan 17	Excel Level 2
Jan 17	Business Model Canvas 1pm - 4pm
Jan 21	Job Club 12-4pm Budgeting & Financial Plannin
Jan 24	Digital Citizenship / Netiquette
Jan 28	Job Club 12-4pm Resume & Cover Letters

Notes

Top 10 Soft Skills Employers look for
Introduction to Excel
Self-Employment Program Orientation
Increase your self-awareness & confidence
Hands on practice building formulas
Building your business plan
Explore some budgeting strategies and techniques
Learn about your Digital Footprint and online etiquette
Make sure your resume & cover letter gets noticed!

Canada

BRITISH COLUMBIA

WorkBC
Employment Services Centre

Community Futures
Boundary

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