

WORKFORCE READINESS TRAINING SCHEDULE



AUGUST 2023

Stay Tuned: Contact us to register your interest or learn more about these upcoming courses: dwdlearning@gov.bm

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2	3	4
	NO TRAINING SERVICES	NO TRAINING SERVICES	HOLIDAY OBSERVED	HOLIDAY OBSERVED
7	8	9	10	11
<p>Orientation to Services & Employee Rights & Responsibilities Class Focus — Learn about the onsite services at the DWD. Learn your rights and responsibilities as an employee 2pm – 4pm</p>	<p>Resume Development Beginners Class Focus — Layout and components — configuring your resume. 2pm – 4pm</p>	<p>Bermuda Job Board Class Focus — Profile Setup Login, Resetting Passwords, Searching viable job options, Saving jobs, Applying for jobs. 10:00am – 12pm</p>	<p>Resume Assistance One on One Lab Time Available 10:00am – 12pm</p> <p>Interviewing Skills Class Focus — Learn how to present yourself as the best candidate for the job. 2pm – 4pm</p>	<p>Job Search Strategies Class Focus — Job searching techniques that assists in finding a good job that fits your skillsets. 2pm – 4pm</p>
14	15	16	17	18
<p>Talent Management or Career Scope Assessment 10am – 4pm</p> <p>Financial Assistance Registration Day 10am – 4pm</p>	<p>Customer Service Class Focus – Attributes needed to increase customer satisfaction and how to effectively communicate and problem solve 2pm – 4pm</p>	<p>Bermuda Job Board Class Focus — Profile Setup Login, Resetting Passwords, Searching viable job options, Saving jobs, Applying for jobs. 10:00am – 12pm</p>	<p>Customer Service Class Focus – Attributes needed to increase customer satisfaction and how to effectively communicate and problem solve 10am – 12pm</p> <p>Bermuda Job Board Class Focus — Profile Setup Login, Resetting Passwords, Searching viable job options, Saving jobs, Applying for jobs. 2pm – 4pm</p>	<p>Resume Assistance One on One Lab Time Available</p>
21	22	23	24	25
<p>Orientation to Services & Employee Rights & Responsibilities Class Focus — Learn about the onsite services at the DWD. Learn your rights and responsibilities as an employee 10am – 12pm</p>	<p>Resume Development Beginners Class Focus — Layout and components — configuring your resume. 10am – 12pm</p>	<p>Bermuda Job Board Class Focus — Profile Setup Login, Resetting Passwords, Searching viable job options, Saving jobs, Applying for jobs. 10:00am – 12pm</p>	<p>Interviewing Skills Class Focus — Learn how to present yourself as the best candidate for the job. 10:00am – 12pm</p>	<p>No Classes: One-on-One Lab Time Available</p>
28	29	30	31	
<p>Talent Management or Career Scope Assessment 10am – 4pm</p> <p>Financial Assistance Registration Day 10am – 4pm</p>	<p>Customer Service Class Focus – Attributes needed to increase customer satisfaction and how to effectively communicate and problem solve 10am – 12pm</p>	<p>Skills You Need For Workplace Success Class Focus — Key skills that will help to make you successful at work. 9:30am – 3:30pm</p>	<p>Financial Literacy Class Focus – Learn about the basic skills you need to make important financial decisions and manage your money 9:30am – 3:30pm</p>	



STANDARD WORKFORCE READINESS CERTIFICATE

Start your Personal Employment Plan with your Career Development Officer to meet the requirements of being “Work Ready.” The components of the certification include Customer Service, Resume Development, Interviewing Skills, Job Search Strategies, Bermuda Job Board Training, Employee Rights & Responsibilities, Financial Literacy and more. Contact us today to book an appointment at **297-7714**



JOB READINESS SEMINARS THIS MONTH:

August 30 & 31 - Skills You Need for Workplace Success 9:30am – 3:30pm.
2 DAY SEMINAR

This course looks to take you from where you are now to a new level of understanding for the key skills that will help to make you successful at work. Problem Solving, Effective Team Member, Giving & Receiving Feedback, Self-Confidence, Emotional Intelligence, Creative Thinking and more Register your interest or learn more about these upcoming courses: dwdlearning@gov.bm

To register for any training offered by the DWD please send an email to the below address and include the specific trainings, your name, number and contact details.
Contact Us: For additional information on any of our courses/events call **297-7714** or email dwdlearning@gov.bm. All classes are located in the Department of Workforce Development

RSVP: dwdlearning@gov.bm