

JANUARY 2023

WORKFORCE READINESS TRAINING SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4	5	6
9	10	11	12	13
One-on-one - Lab Time As required 9:30am -11:30am 2:00pm – 4:00pm	Orientation to Services 2:00pm – 3:30pm	Computer Basics Class Focus- Foundations & Fundamental of Computers 10:00am – 11:30am	Resume Development 10:00am – 11:30am Communication Skills 5:30pm – 7:00pm	One-on-one - Lab Time As required 9:30am -11:30am 2:00pm – 4:00pm
16	17	18	19	20
One-on-one - Lab Time As required 9:30am -11:30am 2:00pm – 4:00pm	Professionalism & Work Ethic 5:30 – 7:00pm Interview Skills 2:00pm – 3:30pm	Computer Basics Class Focus- The Web, Networking and Browsers 10:00am – 11:30am Time Management 2:00pm – 3:30pm	Bermuda Job Board Registration 9:30am – 11:30am Job Search Strategies 2:00pm – 3:30pm	One-on-one - Lab Time As required 9:30am -11:30am 2:00pm – 4:00pm
23	24	25	26	27
One-on-one - Lab Time As required 9:30am -11:30am 2:00pm – 4:00pm	Bermuda Job Board Registration 9:30am – 11:30am	Computer Basics Class Focus- Email & Social Networking 10:00am – 11:30am	Make Connections With Conversations 5:30pm – 7:00pm	One-on-one - Lab Time As required 9:30am -11:30am 2:00pm – 4:00pm
30	31			
One-on-one - Lab Time As required 9:30am -11:30am 2:00pm – 4:00pm	Presentation Skills 5:30pm - 7:00pm			

To register for a class, email dwdlearning@gov.bm including your name and contact information, the course name and the date it is scheduled.

All CLASSES are held in The Department of Workforce Development 23 Parliament Street, Hamilton HM 12

For more information on courses and training opportunities, call the Department of Workforce Development at 297-7714.

FEBRUARY 2023

WORKFORCE READINESS TRAINING SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3
		Computer Basics Class Focus- Foundations & Fundamental of Computers 10:00am – 11:30am	Resume Development 10:00am – 11:30am	One-on-one - Lab Time As required 9:30am -11:30am 2:00pm – 4:00pm
6	7	8	9	10
One-on-one - Lab Time As required 9:30am -11:30am 2:00pm – 4:00pm	Professionalism & Work Ethic 5:30 – 7:00pm	Interview Skills 2:00pm – 3:30pm	Orientation to Services 10:00am – 11:30am	One-on-one - Lab Time As required 9:30am -11:30am 2:00pm – 4:00pm
13	14	15	16	17
One-on-one - Lab Time As required 9:30am -11:30am 2:00pm – 4:00pm	Bermuda Job Board Registration 9:30 – 11:30pm	Computer Basics Class Focus- The Web, Networking and Browsers 10:00am – 11:30am	Resume Development 10:00am – 12:00am Search Strategies 2:00pm – 3:30pm	One-on-one - Lab Time As required 9:30am -11:30am 2:00pm – 4:00pm
20	21	22	23	24
One-on-one - Lab Time As required 9:30am -11:30am 2:00pm – 4:00pm	Job Board Every Day Use 9:30am – 11:30am	Customer Service 2:00pm – 3:30pm	Communication Skills 5:30pm – 7:00pm	One-on-one - Lab Time As required 9:30am -11:30am 2:00pm – 4:00pm
27	28			
One-on-one - Lab Time As required 9:30am -11:30am 2:00pm – 4:00pm	Presentation Skills 5:30pm - 7:00pm			

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MARCH 2023

WORKFORCE READINESS TRAINING SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3
		Computer Basics Class Focus- Foundations & Fundamental of Computers 10:00am – 11:30am	Resume Development 10:00am – 12:00pm	One-on-one - Lab Time As required 9:30am -11:30am 2:00pm – 4:00pm
		6	7	8
One-on-one - Lab Time As required 9:30am -11:30am 2:00pm – 4:00pm	Professionalism & Work Ethic 5:30 – 7:00pm	Resume Development 10:00am – 12:00pm	Orientation to Services 10:00am – 11:30am Customer Service 2:00pm – 3:30pm	One-on-one - Lab Time As required 9:30am -11:30am 2:00pm – 4:00pm
		13	14	15
One-on-one - Lab Time As required 9:30am -11:30am 2:00pm – 4:00pm	Bermuda Job Board Registration 9:30 – 11:30pm	Computer Basics Class Focus- Layout 10:00am – 11:30am	Job Search Strategies 2:00pm – 3:30pm	One-on-one - Lab Time As required 9:30am -11:30am 2:00pm – 4:00pm
		20	21	22
One-on-one - Lab Time As required 9:30am -11:30am 2:00pm – 4:00pm	Job Board Every Day Use 9:30am – 11:30am	Interview Skills 2:00pm – 3:30pm	Communication Skills 5:30pm – 7:00pm	One-on-one - Lab Time As required 9:30am -11:30am 2:00pm – 4:00pm
		27	28	29
One-on-one - Lab Time As required 9:30am -11:30am 2:00pm – 4:00pm	Presentation Skills 5:30pm - 7:00pm	Computer Basics Working with Text 10:00am – 11:30am		One-on-one - Lab Time As required 9:30am -11:30am 2:00pm – 4:00pm

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