


# August 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>26</p> <p><b>*All workshops require registration &amp; offered virtually*</b></p>	<p>27</p> <p>Job Action 9:30—12pm Discovering Yourself 9:30 -12pm</p>	<p>28</p> <p>Job Action 9:30—12pm Workplace Communication 9:30 -12:30pm</p>	<p>29</p> <p>Job Action 9:30—12pm Workplace Communication 9:30 -12:30pm Money Smarts 9-1pm</p>	<p>30</p> <p>Job Action 9:30—12pm Workplace Communication 9:30 -12:30pm</p>	<p>31</p> <p>Job Action 9:30—12pm</p>	<p>1</p>
<p>2</p> <p>*CCP (Creating Career Possibilities) *STO-FEP (Skills Training Orientation Financial Exploration Phase) *STO-AP (Skills Training Orientation Application Phase) *ESEP (Exploring Self-Employment Possibilities)</p>	<p>3</p> 	<p>4</p> <p>CCP 9:30- 12:30pm STO-AP 10- 12pm ESEP 9-12pm</p>	<p>5</p> <p>CCP 9:30- 12:30pm Passport to Employment 9:30 -12:30pm Wage Subsidy Orientation 1-3pm Passport to Employment 9:30 -12:30pm</p>	<p>6</p> <p>CCP 9:30- 12:30pm Passport to Employment 9:30 -12:30pm Passport to Employment 9:30 -12:30pm</p>	<p>7</p> <p>CCP 9:30- 12:30pm Passport to Employment 9:30 -12:30pm</p>	<p>8</p>
<p>9</p>	<p>10</p> <p>Job Action 9:30—12pm</p>	<p>11</p> <p>Job Action 9:30—12pm STO-FEP 10- 12pm</p>	<p>12</p> <p>Job Action 9:30—12pm</p>	<p>13</p> <p>Job Action 9:30—12pm</p>	<p>14</p> <p>Job Action 9:30—12pm</p>	<p>15</p>
<p>16</p>	<p>17</p> <p>Workshop Client Set-Up 9-12pm Choices 10am-12pm Discovering Yourself 9:30 -12pm</p>	<p>18</p> <p>STO-AP 10- 12pm Choices 10am-12pm Workplace Communication 9:30 -12:30pm</p>	<p>19</p> <p>WorkBC Job Fair 9-11am Wage Subsidy Orientation 1-3pm Choices 10am-12pm Workplace Communication 9:30 -12:30pm</p>	<p>20</p> <p>Choices 10am-12pm Workplace Communication 9:30 -12:30pm</p>	<p>21</p> <p>Workshop Client Set-Up 9-12pm Choices 10am-12pm</p>	<p>22</p>
<p>23/30</p>	<p>24</p> <p>Job Action 9:30—12pm</p> <hr/> <p>31</p> <p>Bridges Info Session 9-11am</p>	<p>25</p> <p>Job Action 9:30—12pm CCP 9:30- 12:30pm STO-FEP10- 12pm</p>	<p>26</p> <p>Job Action 9:30—12pm CCP 9:30- 12:30pm Money Smarts 9-1pm Passport to Employment 9:30 -12:30pm</p>	<p>27</p> <p>Job Action 9:30—12pm CCP 9:30- 12:30pm Passport to Employment 9:30 -12:30pm</p>	<p>28</p> <p>Job Action 9:30—12pm CCP 9:30- 12:30pm Workshop Client Set-Up 9-12pm Passport to Employment 9:30 -12:30pm</p>	<p>29</p>

## Workshop Reminder Information

*All of our workshops are currently being offered in a virtual setting using the free software Zoom.*

### Virtual Workshop Requirements:

- ⇒ An active email address
- ⇒ Free Zoom software
- ⇒ A smartphone, tablet or computer with a speaker/mic or headset. (webcam is optional)
- ⇒ A quiet place to participate

### Virtual Workshop Etiquette:

- ⇒ Be patient, technology doesn't always go the way we want it
- ⇒ Be courteous to other participants
- ⇒ Mute your microphone when not speaking
- ⇒ Wait your turn to speak
- ⇒ Speak clearly and please remember no need to shout
- ⇒ Don't have side conversations or multi task
- ⇒ Keep body movements to a minimum
- ⇒ Eye contact – try and look into the camera when speaking
- ⇒ Clothing - remember this is a business professional forum

### Facilitator Support:

**Job Action** and **CCP** will have homework given and both facilitators will have the hours of **1:00-3:00pm** set aside each afternoon after the workshop to answer any questions you may have and provide support.

**Job Action:** Joy Magnell - [joym@futuresbc.com](mailto:joym@futuresbc.com)

**CCP:** Liana Bjerstedt—[lianab@futuresbc.com](mailto:lianab@futuresbc.com)

### Technical and Admin Support for Virtual Workshops:

**Theresa Nakucyj** will contact you the day before your workshop is to begin between **9:00am—12:00pm** to help you set up your Zoom software so you are ready to go for your workshop the following morning.

*Theresa can be reached at 250-545-2215 ext 219 or [theressan@futuresbc.com](mailto:theressan@futuresbc.com)*

**Access to Online Self-Directed Workshops Available** –Please contact your Case Manager or Call Pam at 250-545-2215 ext 230 for more info.

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| <ul style="list-style-type: none"><li>• Remarkable Resumes</li><li>• Compelling Cover Letters</li><li>• Impressive Interviews</li></ul> | <ul style="list-style-type: none"><li>• Surefire Job Search</li><li>• Online Networking</li><li>• Target Your Market</li></ul> |
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