


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

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

CCP: Liana Bjerstedt—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 theresan@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">• Remarkable Resumes• Compelling Cover Letters• Impressive Interviews | | <ul style="list-style-type: none">• Surefire Job Search• Online Networking• Target Your Market |
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