

## CASE MANAGED & NON-CASE MANAGED WORKSHOPS

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>26</b> <b>*All workshops require registration</b> <i>(some eligibility criteria may apply)</i>	<b>27</b> Money Smarts 9-2:30pm Social Media 9-12pm	<b>28</b> CCP 9- 2:30pm	<b>29</b> CCP 9- 2:30pm Wage Subsidy Orientation 1-3pm	<b>30</b> CCP 9- 2:30pm  Computer Basics 9—12pm MS Word 2—4:30pm	<b>31</b> CCP 9- 2:30pm Build Your Resume 9-12pm  Internet & Email 2—4:30pm	<b>1</b>
<b>2</b>	<b>3</b> Job Action 9—3pm Discover Yourself 9—12pm	<b>4</b> Job Action 9—3pm Workplace Communication 9—2:30pm STO-FEP 10am-noon ESEP 9—12pm	<b>5</b> Job Action 9—3pm Workplace Communication 9—2:30pm	<b>6</b> Job Action 9—3pm Workplace Communication 9—2:30pm	<b>7</b> Job Action 9—3pm Let's Talk 9—2:30pm	<b>8</b>
<b>9</b>	<b>10</b> Choices 10-2:30pm Social Media 9-12pm	<b>11</b> CCP 9- 2:30pm Choices 10-2:30pm STO-AP 10am-noon	<b>12</b> CCP 9- 2:30pm Job Club 9-3pm Choices 10-2:30pm Wage Subsidy Orientation 1-3pm	<b>13</b> CCP 9- 2:30pm Choices 10-2:30pm  Computer Basics 9—12pm MS Word 2—4:30pm	<b>14</b> CCP 9- 2:30pm Choices 10-2:30pm Build Your Resume 9-12pm  Internet & Email 2—4:30pm	<b>15</b>
<b>16</b>	<b>17</b> Job Action 9—3pm	<b>18</b> Job Action 9—3pm STO-FEP 10am-noon Passport to Employment 9-2:30pm	<b>19</b> Job Action 9—3pm Passport to Employment 9-2:30pm	<b>20</b> Job Action 9—3pm Passport to Employment 9-2:30pm	<b>21</b> Job Action 9—3pm Passport to Employment 9-2:30pm	<b>22</b>
<b>23/30</b>	<b>24</b> Money Smarts 9-2:30pm CCP 9- 2:30pm	<b>25</b> CCP 9- 2:30pm STO-AP 10am-noon	<b>26</b> CCP 9- 2:30pm Job Club 9-3pm Wage Subsidy Orientation 1-3pm	<b>27</b> Bridges Grad  Computer Basics 9—12pm MS Word 2—4:30pm	<b>28</b> CCP 9- 2:30pm Build Your Resume 9-12pm  Internet & Email 2—4:30pm	<b>29</b> <b>*All bold are case-managed workshops</b>  <i>*All non-bold are non-case managed</i>

## Workshop Reminder Information

### Workshop Reminder:

Please *respond to the workshop reminder we give you or contact us to cancel or re-book if you are not able to **complete** the workshop.*

### Attendance:

Out of consideration for other participants and the Facilitator, we will reschedule you for the next available workshop if you are **more than 15 minutes late**.

### Parking:

#### Free

- Boys and Girls Club
- Recreation Centre
- 33rd Ave and 33rd Street

#### Pay

- Street- Metered (2 hour max)
- Parkade

#### Tow Away Zones

- CF Building lot
- Salvation Army
- Staples

### Kitchen Use:

If you are in a *full day* workshop, you can use a kitchen with a fridge, microwave, forks and spoons.

### Scent-Free Building:

We are a scent-free building and ask that you limit the use of scented products while here.

### Client Expectations:

We provide a welcoming, safe and professional environment for all clients. Our expectations are that you:

- Are respectful of all clients and staff and comply with staff requests if they are made
- Use the services only for the purpose of job search and career exploration
- Wear appropriate clothing

**Thank you for coming to your workshop on time and ready to learn valuable information!**