


December 2020

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

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 theressan@futuresbc.com

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

- Remarkable Resumes
- Compelling Cover Letters
- Impressive Interviews
- Surefire Job Search
- Online Networking
- Target Your Market