

For more information and enrollment in a class, please speak to your Career Advisor. The last day to register is the Friday at 12 pm before the first class session.

Each class listed on the Calendar takes place in week long sessions, unless noted otherwise. To learn more about each course visit work2future.org/workshops

WORKSHOP UPDATES:

Dear Work2Future Clients, please be informed that there will be **no workshops scheduled for the month of December**. Workshops will resume on the week of January 8th.



Looking to upgrade your skills during the month of December? Sign up for Metrix Online Learning - contact your career coach or visit bit.ly/skillup-now

Library workshops are virtual + open to all, no prerequisites required.
EDD Navigating Job Boards: Class registration is pre-set by EDD.

For In-person workshops: We recommend arriving ten [10] minutes prior to the start time of the workshop to ensure admittance. Late arrivals will not be admitted to class out of courtesy for our instructors and participants.

WORKSHOPS ARE PROVIDED AT NO COST TO WORK2FUTURE CLIENTS

NOVEMBER ONLINE WORKSHOP CALENDAR

WEEK OF NOVEMBER 6 to 9	Monday 9:30-12:00 Resume Development	Mon-Wed 9:00-1:00 Thurs 9:00-12:00 Microsoft Word Basic	Thursday 9:30-12:00 Interview Techniques	CLOSED FOR HOLIDAY FRIDAY 11/10
WEEK OF NOVEMBER 13 to 17	Monday 9:30-12:00 Resume Development	Monday - Friday 9:00-12:00 Microsoft Word Intermediate	Thursday 9:30-12:00 Interview Techniques	
WEEK OF NOVEMBER 20 to 24	 HOLIDAY WEEK NO COURSES			
WEEK OF NOV 27 to DEC 1	 HOLIDAY WEEK NO COURSES			