



March 2019

- All workshops are available on a first-come, first-served basis to registered NOVA Job Center members.
- Sign in at the front desk 30 minutes prior to the scheduled start of the workshop.
- We request that you arrive on time and stay for the duration of the workshop.
- Workshops designated by an asterisk (*) have prerequisites. Review the workshop description page prior to attending.
- Workshops designated by a pencil icon (✍) require advance sign-up at classregistration.novaworks.org.

Monday	Tuesday	Wednesday	Thursday	Friday
				1
				Computers will be available at 10:30am <hr/> Who Am I? ✍ 8:30 – 12:30 <hr/> Customize Your Resume * 10:30 – 12:00 <hr/> Ace the Interview 1:00 – 4:00 <hr/> Ask the Career Advisor 1:30 – 2:30
4	5	6	7	8
Managing Change 9:30 – 12:00 <hr/> Using LinkedIn In Your Job Search 10:30 – 12:00 <hr/> Communication Essentials – Day 1 ✍ 12:30 – 4:30 <hr/> Ask the Career Advisor 1:30 – 2:30 <hr/> Job Search Lab 3:00 – 4:30	Negotiating the Offer 8:30 – 11:30 <hr/> Communication Essentials – Day 2 ✍ 12:30 – 4:30 <hr/> Behavior-Based Interviewing * 1:30 – 4:30	Ace the Interview 8:30 – 11:30 <hr/> ProMatch Information Session 9:00 – 11:45 <hr/> What Are My Training Options? 10:30 – 11:30 <hr/> Ask the Career Advisor 1:30 – 2:30 <hr/> LinkedIn Lab * 1:30 – 3:00	Resume Facts 8:30 – 10:00 <hr/> Job Search Tips for the Mature Worker 10:00 – 12:00 <hr/> Technical Whiteboard Practice 10:30 – 12:00 <hr/> Customize Your Resume * 1:00 – 2:30 <hr/> Am I Marketable? 1:30 – 3:00	Computers will be available at 10:30am <hr/> Presenting Accomplishments * 8:30 – 11:30 <hr/> Should I Start A Business 9:30 – 11:30 <hr/> Beyond the Resume: Demonstrating Value 1:00 – 4:00 <hr/> Ask the Career Advisor 1:30 – 2:30
11	12	13	14	15
Who Am I? ✍ 12:30 – 4:30 <hr/> Developing Your LinkedIn Profile 1:00 – 3:00 <hr/> Ask the Career Advisor 1:30 – 2:30	The Job Center will open at 1:00pm. <hr/> Resume Facts 1:30 – 3:00 <hr/> Customize Your Resume * 3:00 – 4:30	ProMatch Information Session 9:00 – 11:45 <hr/> Generating Job Leads 9:00 – 12:00 <hr/> Franchise Options 10:00 – 11:30 <hr/> Am I Marketable? 1:00 – 2:30 <hr/> Ask the Career Advisor 1:30 – 2:30	Contracting 101 10:00 – 12:00 <hr/> What Are My Training Options? 10:30 – 11:30 <hr/> Technical Whiteboard Practice 1:00 – 2:30 <hr/> Informational Meetings 1:00 – 4:00	Computers will be available at 10:30am <hr/> Ace the Interview 9:00 – 12:00 <hr/> Job Search Lab 10:30 – 12:00 <hr/> Ask the Career Advisor 1:30 – 2:30

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Monday	Tuesday	Wednesday	Thursday	Friday
18	19	20	21	22
Beyond the Resume: Demonstrating Value 1:00 – 4:00	Managing Change 9:00 – 11:30	ProMatch Information Session 9:00 – 11:45	Ace the Interview 9:00 – 12:00	Computers will be available at 10:30am
Ask the Career Advisor 1:30 – 2:30	Using LinkedIn In Your Job Search 1:30 – 3:00	Job Search Lab 10:30 – 12:00	Customize Your Resume 10:30 – 12:00	Who Am I? ✎ 8:30 – 12:30
Job Search Tips for the Mature Worker 1:30 – 3:30	Presenting Accomplishments * 1:30 – 4:30	Resume Facts 1:00 – 2:30	Technical Whiteboard Practice 1:00 – 2:30	What Are My Training Options? 1:00 – 2:00
		Should I Start A Business 1:00 – 2:30	Am I Marketable? 1:30 – 3:00	Ask the Career Advisor 1:30 – 2:30
		Ask the Career Advisor 1:30 – 2:30		Sign up for April classes www.novaworks.org ✎
25	26	27	28	29
Contracting 101 10:00 – 12:00	Behavior-Based Interviewing * 8:30 – 11:30	Negotiating the Offer 8:30 – 11:30	Ace the Interview 9:00 – 12:00	The NOVA Job Center will open at 10:30am
Developing Your LinkedIn Profile 1:00 – 3:00	Resume Facts 10:30 – 12:00	ProMatch Information Session 9:00 – 11:45	What Are My Training Options? 10:30 – 11:30	Customize Your Resume * 1:00 – 2:30
Informational Meetings 1:00 – 4:00	Communication Essentials – day 1 ✎ 12:30 – 4:30	Am I Marketable? 10:30 – 12:00	LinkedIn Lab * 1:30 – 3:00	Ask the Career Advisor 1:30 – 2:30
Ask the Career Advisor 1:30 – 2:30	Generating Job Leads 1:00 – 4:00	Communication Essentials – day 2 ✎ 12:30 – 4:30		
	Job Search Lab 3:00 – 4:30	Technical Whiteboard Practice 1:00 – 2:30		
		Ask the Career Advisor 1:30 – 2:30		