

# October 2023 CES Calendar

From job candidate to "You're Hired!"

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 	3 10:00 am – 11:00 am - Zoom <a href="#"><u>The Essentials of Networking</u></a>	4	5	6 
9 12:00 pm – 1:30 pm Zoom <a href="#"><u>MS Word</u></a> October 9th - October 13th  2:00 pm- 3:00 pm Zoom <a href="#"><u>Steps to Success-Understanding the Job Market</u></a>	10 10:00 am- 11:00 pm Zoom <a href="#"><u>ATS Demo</u></a>  2:00 pm- 3:00 pm Zoom <a href="#"><u>Steps to Success- Navigating Job Boards</u></a>	11 2:00 pm- 3:00 pm Zoom <a href="#"><u>Steps to Success</u></a> <a href="#"><u>Resume 101</u></a>	12 2:00 pm- 3:00 pm Zoom <a href="#"><u>Steps to Success Interview Skills</u></a>	13
16 12:00 pm – 1:30 pm Zoom <a href="#"><u>MS Excel 2016 Basic</u></a> October 16th – October 20th	17 11:00 am- 12:00 am <i>Onsite</i> <a href="#"><u>Computer 101</u></a>	18	19 11:00 am-12:00 pm Zoom <a href="#"><u>Providing Career Resources for Mid-Life Adults/ENCORE</u></a>	20
23 12:00pm – 1:30pm Zoom <a href="#"><u>MS Excel Advanced</u></a> October 23th – October 27th  2:00 pm- 3:00 pm Zoom <a href="#"><u>Steps to Success-Understanding the Job Market</u></a>	24 11:00 am- 12:00 pm <i>Onsite</i> <a href="#"><u>Zoom 101</u></a>  2:00 pm- 3:00 pm Zoom <a href="#"><u>Steps to Success- Navigating Job Boards</u></a>	25 11:00 am- 12:00 pm Zoom <a href="#"><u>How to Avoid Ageism During Your Job Search</u></a>  2:00 pm- 3:00 pm Zoom <a href="#"><u>Steps to Success</u></a> <a href="#"><u>Resume 101</u></a>	26 2:00 pm- 3:00 pm Zoom <a href="#"><u>Steps to Success Interview Skills</u></a>	27

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## Workshops Descriptions

**The Essentials of Networking-** The majority of positions are found through networking. Networking is about building and developing relationships. Learn the skills to successfully network and find your next job!

**MS Word** -MS Word is a 5-day long class designed for beginners as well as those experienced users who are looking for a refresh of basic skills and concepts. Introduces program terminology, file types, entering/editing text, formatting (including non-printed characters, bullets/numbers, alignment, indents, tab stops), columns, tables, raster/vector graphics, among other topics.

**Understanding Today’s Job Market-** We will go over the latest trends and scope of the post-pandemic Job Market and how to have the competitive edge to get the job.

**ATS Demo-** Learn from one of our expert team members a “Hands on and How to guide” to use the ATS and add the target words to your resume.

**How to Navigate Job Boards-** Job boards are designed to streamline the application process and make finding a job easier. By utilizing the built-in features of job boards, you can maximize your success in finding the perfect job and save valuable time.

**Resume Tips-** Guidance to format your resume to maximize your visibility and land an interview. As well as how to incorporate keywords to meet applicant tracking system requirements.

**Interview Tips-** Learn how to sell your experience effectively while presenting yourself as a team player. Avoid intrinsic bias mindsets and present yourself as a strong, qualified candidate, at any age.

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**MS Excel** - Basic is a 5-day long class designed for beginners as well as experienced users who are looking for a refresh of basic skills and concepts. Introduces program terminology, autofill/flashfill, conditional formatting, ranges/tables, introductory formulas, filtering, and data validation, among other topics.

**Computer 101** - This first part covers basic Windows 10 functionality such as Start Menu, File Explorer, Control Panel and more. The second part covers the use of Chrome, Gmail and search engines on the computer, smartphone, or tablet.

**How to Avoid Ageism During Your Job Search?** Do you feel that you are a victim of ageism or age bias, or have you observed it happening in your workplace? Join us for this VERY IMPORTANT workshop and let's explore some tips that you should know to avoid it or handle age bias

**ENCORE- Career Resources for Mid-Life Adults** Learn about this hidden gem, Encore Palm Beach County. They offers mid-life adults the opportunity to use their life and work experience in new careers, paid and unpaid, to improve their communities.

**Zoom** is a video teleconferencing software program used to communicate by video, voice, and chat. This class covers zoom account setup, virtual backgrounds, hosting meetings etc.

**MS Excel Advanced-** Designed for users who have a foundational knowledge of MS Excel's basic concepts, this 5-day long class introduces multilevel sorting, XLOOKUP, INDEX MATCH, advanced mathematic functions (IF, SUBTOTAL, RAND, etc.) linking with three-dimensional references, alternative data sets, charting, and pivot tables; among other topics.