

JANUARY 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4	5	6
9	10	11	12	13
One-on-one - Lab Time As required 9:30am -11:30am 2:00pm – 4:00pm	Orientation to Services 2:00pm – 3:30pm	Computer Basics Class Focus- Foundations & Fundamental of Computers 10:00am – 11:30am	Resume Development 10:00am – 11:30am Communication Skills 5:30pm – 7:00pm	One-on-one - Lab Time As required 9:30am -11:30am 2:00pm – 4:00pm
16	17	18	19	20
One-on-one - Lab Time As required 9:30am -11:30am 2:00pm – 4:00pm	Professionalism & Work Ethic 5:30 – 7:00pm Interview Skills 2:00pm – 3:30pm	Computer Basics Class Focus- The Web, Networking and Browsers 10:00am – 11:30am Time Management 2:00pm – 3:30pm	Bermuda Job Board Registration 9:30am – 11:30am Job Search Strategies 2:00pm – 3:30pm	One-on-one - Lab Time As required 9:30am -11:30am 2:00pm – 4:00pm
23	24	25	26	27
One-on-one - Lab Time As required 9:30am -11:30am 2:00pm – 4:00pm	Bermuda Job Board Registration 9:30am – 11:30am	Computer Basics Class Focus- Email & Social Networking 10:00am – 11:30am	Make Connections With Conversations 5:30pm – 7:00pm	One-on-one - Lab Time As required 9:30am -11:30am 2:00pm – 4:00pm
30	31			
One-on-one - Lab Time As required 9:30am -11:30am 2:00pm – 4:00pm	Presentation Skills 5:30pm - 7:00pm			

To register for a class, email dwdlearning@gov.bm including your name and contact information, the course name and the date it is scheduled.

All CLASSES are held in The Department of Workforce Development 23 Parliament Street, Hamilton HM 12

For more information on courses and training opportunities, call the Department of Workforce Development at 297-7714.