

- All workshops are available on a first-come, first-served basis to registered NOVA Job Center members.
- Please sign in at the NOVA Job Center front desk 30 minutes prior to the start of the workshop.

March 2017

Monday	Tuesday	Wednesday	Thursday	Friday
6	7	8	9	10
Ace the Interview 8:30 – 11:30	Developing Your LinkedIn Profile 8:30 – 10:00	ProMatch Orientation 8:15 – 11:00	Generating Job Leads 8:30 – 11:30	Computers will be available at 10:30am
Ask the Career Advisor 1:30 – 2:30	Am I Marketable? 1:30 – 3:30	What Are My Training Options? 8:30 – 9:30	LinkedIn Lab * 3:00 – 4:30	Should I Start A Business 9:30 – 11:30
Presenting Accomplishments * 1:30 – 4:30	Job Search Lab 3:00 – 4:30	Ask the Career Advisor 1:30 – 2:30		Job Search Tips for the Mature Worker 1:30 – 3:30
		Resume Facts 1:30 – 3:00		Ask the Career Advisor 1:30 – 2:30
				Customize Your Resume * 1:30 – 3:00
13	14	15	16	17
Managing Change 1:30 – 4:00	Negotiating the Offer 8:30 – 11:30	ProMatch Orientation 8:15 – 11:00	Job Search Tips for the Mature Worker 8:30 – 10:30	Computers will be available at 10:30am
Ask the Career Advisor 1:30 – 2:30	Ace the Interview 1:30 – 4:30	Behavior-Based Interviewing * 8:30 – 11:30	Resume Facts 10:30 – 12:00	Job Application 10:00 – 12:00
Am I Marketable? 1:30 – 3:30	Job Search Lab 1:30 – 3:00	Contracting 101 10:00 – 12:00	Using LinkedIn In Your Job Search 1:30 – 3:00	Ask the Career Advisor 1:30 – 2:30
	What Are My Training Options? 3:00 – 4:00	Ask the Career Advisor 1:30 – 2:30	Customize Your Resume * 3:00 – 4:30	
		Informational Meetings 1:30 – 4:30		

* This class has **prerequisites**. Please review the workshop description page prior to attending.

505 W. Olive Ave., Suite 550, Sunnyvale, CA 94086 ▪ (408) 730-7232 ▪ California Relay Dial 711 ▪ www.novaworks.org
 An equal opportunity employer / program – Auxiliary aids and services are available upon request to individuals with disabilities.

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March 2017

Monday	Tuesday	Wednesday	Thursday	Friday
20	21	22	23	24
Ace the Interview 8:30 – 11:30	Career Advising is available at 1:00pm today	ProMatch Orientation 8:15 – 11:00	Presenting Accomplishments * 8:30 – 11:30	Computers will be available at 10:30am
Ask the Career Advisor 1:30 – 2:30	Resume Facts 1:30 – 3:00	Contracting 101 8:30 – 10:30	What Are My Training Options? 11:00 – 12:00	Ask the Career Advisor 1:30 – 2:30
Franchise Options 3:00 – 4:30	Generating Job Leads 1:30 – 4:30	Ask the Career Advisor 1:30 – 2:30	Am I Marketable? 1:30 – 3:30	Developing Your LinkedIn Profile 1:30 – 3:00
	LinkedIn Lab * 3:00 – 4:30	Job Search Lab 3:00 – 4:30		Register for April assessment, computer, and communication classes. www.novaworks.org
27	28	29	30	31
Job Search Tips for the Mature Worker 8:30 – 10:30	Using LinkedIn In Your Job Search 8:30 – 10:00	ProMatch Orientation 8:15 – 11:00	Negotiating the Offer 8:30 – 11:30	The NOVA Job Center will open at 10:30am
Ask the Career Advisor 1:30 – 2:30	Customize Your Resume * 10:30 – 12:00	Informational Meetings 8:30 – 11:30	Ace the Interview 1:30 – 4:30	Ask the Career Advisor 11:00 – 12:00
Am I Marketable? 1:30 – 3:30	Managing Change 1:30 – 4:00	Resume Facts 10:30 – 12:00	Job Search Lab 1:30 – 3:00	Behavior-Based Interviewing * 1:30 – 4:30
		Ask the Career Advisor 1:30 – 2:30	What Are My Training Options? 3:00 – 4:00	
		Job Application 1:30 – 3:30		

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