

- 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.

## May 2017

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
<b>Ace the Interview</b> 8:30 – 11:30 <hr/> <b>Ask the Career Advisor</b> 1:30 – 2:30 <hr/> <b>Presenting Accomplishments *</b> 1:00 – 4:00	<b>Developing Your LinkedIn Profile</b> 8:30 – 10:00 <hr/> <b>Am I Marketable?</b> 1:30 – 3:30	<b>ProMatch Orientation</b> 8:15 – 11:00 <hr/> <b>What Are My Training Options?</b> 8:30 – 9:30 <hr/> <b>Ask the Career Advisor</b> 1:30 – 2:30 <hr/> <b>Resume Facts</b> 1:30 – 3:00	<b>Generating Job Leads</b> 8:30 – 11:30 <hr/> <b>Contracting 101</b> 1:30 – 3:30 <hr/> <b>LinkedIn Lab *</b> 3:00 – 4:30	<b>Computers will be available at 10:30am</b> <hr/> <b>Customize Your Resume *</b> 10:30 – 12:00 <hr/> <b>Ask the Career Advisor</b> 1:30 – 2:30 <hr/> <b>Job Search Tips for the Mature Worker</b> 1:30 – 3:30
8	9	10	11	12
<b>Ask the Career Advisor</b> 1:30 – 2:30 <hr/> <b>Am I Marketable?</b> 1:30 – 3:30 <hr/> <b>Managing Change</b> 1:30 – 4:00	<b>Negotiating the Offer</b> 8:30 – 11:30 <hr/> <b>Job Search Lab</b> 1:30 – 3:00 <hr/> <b>Ace the Interview</b> 1:30 – 4:30 <hr/> <b>What Are My Training Options?</b> 3:00 – 4:00	<b>ProMatch Orientation</b> 8:15 – 11:00 <hr/> <b>Behavior-Based Interviewing *</b> 8:30 – 11:30 <hr/> <b>Informational Meetings</b> 1:00 – 4:00 <hr/> <b>Ask the Career Advisor</b> 1:30 – 2:30	<b>Job Search Tips for the Mature Worker</b> 8:30 – 10:30 <hr/> <b>Resume Facts</b> 10:30 – 12:00 <hr/> <b>Using LinkedIn In Your Job Search</b> 1:30 – 3:00	<b>Computers will be available at 10:30am</b> <hr/> <b>Should I Start A Business</b> 9:30 – 11:30 <hr/> <b>Job Application</b> 1:00 – 3:00 <hr/> <b>Ask the Career Advisor</b> 1:30 – 2:30
15	16	17	18	19
<b>Ace the Interview</b> 8:30 – 11:30 <hr/> <b>Ask the Career Advisor</b> 1:30 – 2:30 <hr/> <b>Customize Your Resume *</b> 3:00 – 4:30	<b>Career Advising is available at 1:00pm today</b> <hr/> <b>Resume Facts</b> 1:30 – 3:00 <hr/> <b>Generating Job Leads</b> 1:30 – 4:30 <hr/> <b>LinkedIn Lab *</b> 3:00 – 4:30	<b>ProMatch Orientation</b> 8:15 – 11:00 <hr/> <b>Contracting 101</b> 8:30 – 10:30 <hr/> <b>Ask the Career Advisor</b> 1:30 – 2:30 <hr/> <b>Am I Marketable?</b> 1:30 – 3:30	<b>What Are My Training Options?</b> 11:00 – 12:00 <hr/> <b>Presenting Accomplishments *</b> 1:30 – 4:30 <hr/> <b>Job Search Lab</b> 3:00 – 4:30	<b>Computers will be available at 10:30am</b> <hr/> <b>Ask the Career Advisor</b> 1:30 – 2:30 <hr/> <b>Developing Your LinkedIn Profile</b> 1:30 – 3:00 <hr/> Register for June assessment, computer, and communication classes. <a href="http://www.novaworks.org">www.novaworks.org</a>

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

- 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.

## May 2017

Monday	Tuesday	Wednesday	Thursday	Friday
22	23	24	25	26
<b>Job Search Tips for the Mature Worker</b> 8:30 – 10:30 <hr/> <b>Ask the Career Advisor</b> 1:30 – 2:30 <hr/> <b>Am I Marketable?</b> 1:30 – 3:30 <hr/> <b>Franchise Options</b> 3:00 – 4:30	<b>Using LinkedIn In Your Job Search</b> 8:30 – 10:00 <hr/> <b>Managing Change</b> 9:00 – 11:30 <hr/> <b>Customize Your Resume *</b> 1:30 – 3:00	<b>ProMatch Orientation</b> 8:15 – 11:00 <hr/> <b>Resume Facts</b> 8:30 – 10:00 <hr/> <b>Negotiating the Offer</b> 8:30 – 11:30 <hr/> <b>Ask the Career Advisor</b> 1:30 – 2:30	<b>Ace the Interview</b> 1:00 – 4:00 <hr/> <b>Job Search Lab</b> 1:30 – 3:00 <hr/> <b>What Are My Training Options?</b> 3:00 – 4:00	<b>The NOVA Job Center will open at 10:30am</b> <hr/> <b>Behavior-Based Interviewing *</b> 1:00 – 4:00 <hr/> <b>Ask the Career Advisor</b> 1:30 – 2:30
29	30	31	June -1	June - 2
CLOSE FOR HOLIDAY	<b>Presenting Accomplishments *</b> 8:30 – 11:30 <hr/> <b>Resume Facts</b> 10:30 – 12:00 <hr/> <b>Am I Marketable?</b> 1:30 – 3:30 <hr/> <b>Job Search Lab</b> 3:00 – 4:30	<b>ProMatch Orientation</b> 8:15 – 11:00 <hr/> <b>Generating Job Leads</b> 8:30 – 11:30 <hr/> <b>Contracting 101</b> 10:00 – 12:00 <hr/> <b>Informational Meetings</b> 1:00 – 4:00 <hr/> <b>Ask the Career Advisor</b> 1:30 – 2:30	<b>Ace the Interview</b> 8:30 – 11:30 <hr/> <b>Developing Your LinkedIn Profile</b> 3:00 – 4:30	<b>Computers will be available at 10:30am</b> <hr/> <b>Job Application</b> 10:00 – 12:00 <hr/> <b>Customize Your Resume *</b> 1:00 – 2:30 <hr/> <b>Ask the Career Advisor</b> 1:30 – 2:30 <hr/> <b>What Are My Training Options?</b> 3:00 – 4:00

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