

WORKFORCE READINESS TRAINING SCHEDULE



GOVERNMENT OF BERMUDA
Department of Workforce Development

MAY 2023

Stay Tuned: Contact us to register your interest or learn more about these upcoming courses: dwdlearning@gov.bm

· NCCER Basic Safety & Construction Monthly Series

VIRTUAL LEARNING THIS MONTH

- May 19th:**
LinkedIn & Elevate Your Pitch
 — 12:00pm - 1:30pm
 [Learn effective networking and relationship building techniques and tips to strengthen your presence on LinkedIn. Learn the finer points of creating your elevator pitch to capture the attention of interviewers and networking event attendees, and more...]

RSVP: dwdlearning@gov.bm

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
No Classes: One-on-One Lab Time Available	Getting Online - Setting Up An Email Account Class Focus- Email options, setting up an account, usage and safety (malware, phishing). 3:00pm – 4:00pm	Resume Development Class Focus- Layout and components — configuring your resume. 3:00pm-4:30pm	Orientation to Services Class Focus- Learn about the onsite services at the Department of Workforce Development. 3:00pm – 4:00pm	No Classes: One-on-One Lab Time Available
8	9	10	11	12
PUBLIC HOLIDAY	Job Board Registration Class Focus- Review Job Board Features, Create Your Profile, Input Personal Data. 3:00pm – 5:00pm	Computer Basics Class Focus- Connecting Devices — Identify common input/output ports, and more. 10:00am – 11:30am	Typing Class Focus- Master the home keys and increase your Words Per Minute (WPMs). 3:00pm – 4:00pm	No Classes: One-on-One Lab Time Available
15	16	17	18	19
No Classes: One-on-One Lab Time Available	Job Search Strategies Class Focus- Learn tips and strategies to effectively source job opportunities. 3:00pm – 4:30pm	Job Board - Everyday Use Class Focus- Login, Resetting Passwords, Searching viable job options, Saving jobs, Applying for jobs. 3:00pm – 4:30pm	Communication Skills Class Focus- Explore and develop the different ways to effectively communicate in a work environment. 5:30pm – 7:00pm	-VIRTUAL LEARNING- <i>(see side panel for details)</i>
22	23	24	25	26
No Classes: One-on-One Lab Time Available	Interview Skills Class Focus- Learn how to present yourself as the best candidate for the job. 3:00pm – 4:30pm	Computer Basics Class Focus- Network Access — Part 1 — Identify different options for connecting to the internet, and more. 10:00am – 11:30am	Resume Development Class Focus- Layout and components — configuring your resume. 3:00pm – 5:00pm	HOLIDAY OBSERVED



Department of Workforce Development Awards & Scholarships

The Department of Workforce Development Scholarships are open until April 30th, 2023. Check out the Bermuda Scholarship portal or contact our Department to learn about available funding in Allied Health Care, IT, Hospitality, Construction & Technical Trades, and more. For more information on the Department of Workforce Development's Awards & Scholarships contact: dwdlearning@gov.bm



Happening soon:

Fairmont Southampton hotel construction fair

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