



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
3 Computer Essentials Introduction to Computers: Class Focus— Refining Your Online Search 3:30pm-5:00pm	4	5 Job Board Registration Class Focus-Review Job Board Features, Create Your Profile, Input Personal Data 10:30am-12:00pm	6 Navigating Job Platforms Class Focus—Review Bermuda Job Board, Employment Brief, Government Listings and other local job platforms 2:00pm-3:30pm	7	HAPPENING THIS MONTH: Check out bermudascholarships.com for a listing of available scholarships: www.bermudascholarships.com	
10	11	12	13 Computer Essentials Introduction to Computers: Class Focus— Powering Up and getting started on a laptop 3:30pm-5:00pm	14		
17	18	19 Job Board Registration Class Focus-Review Job Board Features, Create Your Profile, Input Personal Data 10:30am-12:00pm	20 Computer Essentials Introduction to Computers: Class Focus— The Layout: software, common icons, navigating programs 3:30pm-5:00pm	21		
24 Marketing Yourself for Success—Making Your Resume Work For YOU: Class Focus— Resume layout and components 10:30am-12:00pm	25	26 Cover Letter Creation Class Focus—Give your job application a boost—learn how to format and write a professional cover letter. 10:30am-12:00pm	27 Computer Lab: Cover Letter & Resume Builder Class Focus—Join us to create, revise or put the finishing touches on your resume. 10:30am-12:00pm	28	 @bermudagovernment  The Government of Bermuda  @BdaGovernment	
Computer Essentials Introduction to Computers: Class Focus— Working with Text: Files, Folders, Saving documents 3:30pm-5:00pm					CONTACT US: For information on any of our courses or events call 297-7714 or email lcsimmons@gov.bm/esrussell@gov.bm . All classes are located in the Department of Workforce Development's Training Room.	

