

WORKFORCE READINESS TRAINING SCHEDULE



NOVEMBER 2023

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



STANDARD WORKFORCE READINESS CERTIFICATE

Start your Personal Employment Plan with your Career Development Officer to meet the requirements of being "Work Ready." The components of the certification include Customer Service, Resume Development, Interviewing Skills, Job Search Strategies, Bermuda Job Board Training, Employee Rights & Responsibilities, Financial Literacy and more. Contact us today to book an appointment at **297-7714**



JOB READINESS SEMINARS THIS MONTH:

November 29 & 30 - Skills You Need for Workplace Success 9:30 am – 12pm each day. **2 DAY SEMINAR (NOTE TIME CHANGE)**

This course looks to take you from where you are now to a new level of understanding for the key skills that will help to make you successful at work. Problem Solving, Effective Team Member, Giving & Receiving Feedback, Self-Confidence, and more. **Register your interest or learn more about these upcoming courses: dwdlearning@gov.bm**

To register for any training offered by the DWD please send an email to the below address and include the specific trainings, your name, number and contact details.

Contact Us: For additional information on any of our courses/events call **297-7714** or email dwdlearning@gov.bm. All classes are located in the Department of Workforce Development

RSVP: dwdlearning@gov.bm

THERE WILL BE NO TRAINING FOR THE MONTH OF DECEMBER. TRAINING WILL RESUME IN THE NEW YEAR JANUARY 8th 2024.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3
		NO TRAINING	NO TRAINING	NO TRAINING
6	7	8	9	10
Talent Management or Career Scope Assessment 10am – 4pm	Orientation to Services & Employee Rights & Responsibilities Class Focus — Learn about the onsite services at the DWD. 10am – 12pm	Resume Development Beginners Class Focus — Layout and components — configuring your resume. 10am – 12pm	Interviewing Skills Class Focus — Learn how to present yourself as the best candidate for the job. 10am – 12pm	One on One Resume Assistance
13	14	15	16	17
PUBLIC HOLIDAY	Job Search Strategies Class Focus — Job searching techniques that assists in finding a good job that fits your skillsets. 10am – 12pm	Bermuda Job Board Class Focus — Profile Setup Login, Resetting Passwords, Searching viable job options, Saving jobs, Applying for jobs. 10:00am – 12pm	Interviewing Skills Class Focus — Learn how to present yourself as the best candidate for the job. 10am – 12pm	One on One Resume Assistance
20	21	22	23	24
Financial Assistance Registration Day 10am – 4pm	Resume Development Class Focus — Layout and components — configuring your resume. 2pm – 4pm	Bermuda Job Board Class Focus — Profile Setup Login, Resetting Passwords, Searching viable job options, Saving jobs, Applying for jobs. 10:00am – 12pm		One on One Resume Assistance
27	28	29	30	
Talent Management or Career Scope Assessment 10am – 4pm	Mock Interview Sessions Interview sessions for attendees of the Interview Training 10am – 3pm Using AI for Personal Productivity 12pm – 1:30pm <i>Virtual</i>	Skills You Need For Workplace Success Class Focus — Key skills that will help to make you successful at work. 9:30am – 12pm Money Management Basics Class Focus — Learn about the basic skills you need to make important financial decisions and manage your money. 1pm – 3pm		