

# WORKFORCE READINESS TRAINING SCHEDULE



GOVERNMENT OF BERMUDA  
Department of Workforce Development

## APRIL 2023

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

- Small Appliance Certificate Course
- Corporate/Administrative Course
- NCCER Basic Safety & Construction Monthly Series

### VIRTUAL LEARNING THIS MONTH

- **April 14th: Reposition Your Resume & Identify Transferable Skills — 12:00pm - 1:30pm**  
[Considering a career change? Understand and identify transferable skills, learn how to highlight these skills on your resume, and more...]
- **April 25th: The Polished Professional — 12:00pm-1:30pm**  
[The Polished Professional webinar will equip you with skills and tools to present the best version of yourself — you never get a second chance to make a first impression!]
- **March 29th: Bermuda Scholarships Guidance Presentation Bermuda Scholarships — 4:30pm-6:00pm**  
-OR-  
**April 3rd: Bermuda Scholarships — 5:30pm-7:00pm**  
[Receive guidance and learn strategies to navigate the scholarship portal. Learn how to create strong statements/essays to support your application.]

RSVP: [dwdlearning@gov.bm](mailto:dwdlearning@gov.bm)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7
No Classes: One-on-One Lab Time Available	<b>Getting Online - Setting Up An Email Account</b> Class Focus- Email options, setting up an account, usage and safety (malware, phishing). 3:00pm – 4:00pm	<b>Resume Development</b> Class Focus- Layout and components — configuring your resume. 3:00pm-5:00pm	<b>Orientation to Services</b> Class Focus- Learn about the onsite services at the Department of Workforce Development. 3:00pm – 4:30pm	HOLIDAY OBSERVED
10	11	12	13	14
No Classes: One-on-One Lab Time Available	<b>Job Board Registration</b> Class Focus- Review Job Board Features, Create Your Profile, Input Personal Data. 3:00pm – 5:00pm	<b>Computer Basics</b> Class Focus- <b>Connecting Devices</b> — Identify common input/output ports, and more. 10:00am – 11:30am	<b>Typing</b> Class Focus- Master the home keys and increase your Words Per Minute (WPMs). 3:00pm – 4:30pm	-VIRTUAL LEARNING-
17	18	19	20	21
No Classes: One-on-One Lab Time Available	<b>Job Search Strategies</b> Class Focus- Learn tips and strategies to effectively source job opportunities. 3:00pm – 4:30pm	<b>Job Board - Everyday Use</b> Class Focus- Login, Resetting Passwords, Searching viable job options, Saving jobs, Applying for jobs. 3:00pm – 4:30pm	<b>Communication Skills</b> Class Focus- Explore and develop the different ways to effectively communicate in a work environment. 5:30pm – 7:00pm	No Classes: One-on-One Lab Time Available
24	25	26	27	28
No Classes: One-on-One Lab Time Available	-VIRTUAL LEARNING- <b>Interview Skills</b> Class Focus- Learn how to present yourself as the best candidate for the job. 5:30pm – 7:00pm	<b>Computer Basics</b> Class Focus- <b>Network Access</b> — Part 1 — Identify different options for connecting to the internet, and more. 10:00am – 11:30am	<b>Resume Development</b> Class Focus- Layout and components — configuring your resume. 3:00pm – 5:00pm	



### Summer Internship Programme (SIP)

Do you know a high school student interested in exploring career fields? Have them consider the Summer Internship Programme to gain field experience during the month of July. Registration is currently open, closing March 31st, 2023. Contact [sipinfo@gov.bm](mailto:sipinfo@gov.bm) for programme details.



### 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](mailto:dwdlearning@gov.bm)



### Cleaning Technician Course: April 24th-28th

Join us for industrial cleaning technical training. Earn your National Certification and be considered for available entry level cleaning opportunities. Register your interest at [dwdlearning@gov.bm](mailto:dwdlearning@gov.bm)