

WORKFORCE READINESS TRAINING SCHEDULE



JULY 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:

July 26th & 27th – Skills You Need for Workplace Success 9:30am – 3:30pm.

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, Emotional Intelligence, Creative Thinking 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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7
	<p>Orientation to Services & Employee Rights & Responsibilities Class Focus — Learn about the onsite services at the DWD. Learn your rights and responsibilities as an employee 10am – 12pm</p> <p>Resume Development Beginners Class Focus— Layout and components— configuring your resume. 2pm – 4pm</p>	<p>Job Search Strategies Class Focus — Job searching techniques that assists in finding a good job that fits your skillsets. 2pm – 4pm</p>	<p>Interviewing Skills Class Focus — Learn how to present yourself as the best candidate for the job. 2pm – 4pm</p>	<p>No Classes: One-on-One Lab Time Available</p>
10	11	12	13	14
<p>Talent Management or Career Scope Assessment 10am – 4pm</p> <p>Financial Assistance Registration Day 10am – 4pm</p>	<p>Resume Development Beginners Class Focus — Layout and components — configuring your resume. 2pm – 4pm</p>	<p>Bermuda Job Board Class Focus — Profile Setup Login, Resetting Passwords, Searching viable job options, Saving jobs, Applying for jobs. 10:00am – 12pm</p>	<p>Interviewing Skills Class Focus — Learn how to present yourself as the best candidate for the job. 10:00am – 12pm</p>	<p>No Classes: One-on-One Lab Time Available</p>
17	18	19	20	21
<p>Orientation to Services & Employee Rights & Responsibilities Class Focus — Learn about the onsite services at the DWD. Learn your rights and responsibilities as an employee 10am – 12pm</p>	<p>Customer Service Class Focus – How to increase customer satisfaction and how to communicate with them. 10am – 12pm</p>	<p>Bermuda Job Board Class Focus — Profile Setup Login, Resetting Passwords, Searching viable job options, Saving jobs, Applying for jobs. 10:00am – 12pm</p>	<p>Job Search Strategies Class Focus — Job searching techniques that assists in finding a good job that fits your skillsets. 10:00am – 12pm</p>	<p>No Classes: One-on-One Lab Time Available</p>
24	25	26	27	28
<p>Talent Management or Career Scope Assessment 10am – 4pm</p> <p>Financial Assistance Registration Day 10am – 4pm</p>	<p>Mock Interview Sessions Interview sessions for attendees of the Interview Training 10:00am – 3pm</p>	<p>Skills You Need For Workplace Success Class Focus — Key skills that will help to make you successful at work. Financial Literacy – the knowledge and skills you need to make important financial decisions 9:30am – 3:30pm</p>	<p>Financial Literacy 101 Class Focus – Learn about the basic skills you need to make important financial decisions and manage your money 9:30am – 3:30pm</p>	<p>No Classes: One-on-One Lab Time Available</p>
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