

WORKFORCE READINESS TRAINING SCHEDULE



SEPTEMBER 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

September 27 & 28 - Skills You Need for Workplace Success 10 am – 12pm & 1pm – 3pm 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, 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
				1
				NO TRAINING SERVICES
4	5	6	7	8
Holiday Observed	NO TRAINING SERVICES	NO TRAINING SERVICES	NO TRAINING SERVICES	NO TRAINING SERVICES
11	12	13	14	15
Talent Management or Career Scope Assessment 10am – 4pm	Interviewing Skills Class Focus — Learn how to present yourself as the best candidate for the job. 10am – 12pm Resume Development Beginners 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 and 2pm – 4pm	Interviewing Skills Class Focus — Learn how to present yourself as the best candidate for the job. 10am – 12pm Resume Development Beginners Class Focus — Layout and components — configuring your resume. 2pm – 4pm	Resume Assistance One-on-One Lab Time Available
18	19	20	21	22
Financial Assistance Registration Day 10am – 4pm Talent Management or Career Scope Assessment 10am – 4pm	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 Resume Development Beginners 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 and 2pm – 4pm	Resume Development 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. 2pm – 4pm	Resume Assistance One-on-One Lab Time Available
25	26	27	28	29
Mock Interview Sessions Interview sessions for attendees of the Interview Training. 10am – 3pm	Job Search Strategies Class Focus — Job searching techniques that assists in finding a good job that fits your skillsets. 10am – 12pm Customer Service Class Focus — Attributes needed to increase customer satisfaction and how to effectively communicate and problem solve . 2pm – 4pm	Skills You Need For Workplace Success Class Focus — Key skill areas that will help to make you successful at work. 10:00am – 12pm and 1pm – 3pm DAY 1	Skills You Need For Workplace Success Class Focus — Key skill areas that will help to make you successful at work. 10:00am – 12pm and 1pm – 3pm DAY 2	Resume Assistance One-on-One Lab Time Available