



# JANUARY | JANVIER

Monday	Tuesday	Wednesday	Thursday	Friday
	<p>1 <u>New Years Day</u> Closed</p>	<p>2</p>	<p>3 <u>Service Orientation</u> Halifax &amp; Cole Harbour 10:00 Dartmouth 2:00</p>	<p>4</p>
<p>7 <u>Resume Writing</u> 9:30-3:30</p>	<p>8 <u>Ace The Interview</u> 9:30-12:00</p> <p><u>Portfolio Express</u> Cole Harbour (Session 1) 9:30-12:00</p>	<p>9 <u>Intro to Computers 1</u> 9:30-12:00 <u>Intro to Computers 2</u> 1:00-3:30</p> <p><u>Portfolio Express</u> Cole Harbour (Session 2) 9:30-12:00</p>	<p>10 <u>Service Orientation</u> Halifax &amp; Cole Harbour 10:00 Dartmouth 2:00</p>	<p>11 <u>Directions</u> 9:30-3:00</p>
<p>14 <u>Resume Writing</u> 9:30-3:30</p>	<p>15 <u>Effective Job Search Strategies</u> 9:30-12:00</p> <p><u>Portfolio Express</u> Cole Harbour (Session 3) 9:30-12:00</p>	<p>16 <u>Microsoft Word 1</u> 9:30-12:00 <u>Microsoft Word 2</u> 1:00-3:30</p> <p><u>Portfolio Express</u> Cole Harbour (Session 4) 9:30-12:00</p>	<p>17 <u>Service Orientation</u> Halifax &amp; Cole Harbour 10:00 Dartmouth 2:00</p>	<p>18 <u>Career Cruising &amp; LMI</u> 9:30-12:00</p>
<p>21 <u>Resume Writing</u> 9:30-3:30</p>	<p>22 <u>Cover Letter Writing</u> 9:30-12:00</p> <p><u>Portfolio Express</u> Cole Harbour (Session 5) 9:30-12:00</p>	<p>23 <u>Social Media &amp; Job Search</u> 9:30-12:00</p> <p><u>Portfolio Express</u> Cole Harbour (Session 6) 9:30-12:00</p>	<p>24 <u>Service Orientation</u> Halifax &amp; Cole Harbour 10:00 Dartmouth 2:00</p>	<p>25 <u>Email &amp; Internet</u> 9:30-12:00</p>
<p>28 <u>Resume Writing</u> 9:30-3:30</p>	<p>29 <u>Effective Job Search Strategies</u> 1:00-3:30</p>	<p>30 <u>Ace The Interview</u> 9:30-12:00</p>	<p>31 <u>Service Orientation</u> Halifax &amp; Cole Harbour 10:00 Dartmouth 2:00</p>	



# FEBRUARY | FÉVRIER

Monday	Tuesday	Wednesday	Thursday	Friday
				<b>1</b> <u>Career Cruising &amp; LMI</u> 9:30-12:00
<b>4</b> <u>Resume Writing</u> 9:30-3:30	<b>5</b> <u>Cover Letter Writing</u> 9:30-12:00	<b>6</b> <u>Intro to Computers 1</u> 9:30-12:00 <u>Intro to Computers 2</u> 1:00-3:30	<b>7</b> <u>Service Orientation</u> Halifax & Cole Harbour 10:00 Dartmouth 2:00	<b>8</b> <u>Directions</u> 9:30-3:00
<b>11</b> <u>Resume Writing</u> 9:30-3:30	<b>12</b> <u>Ace The Interview</u> 9:30-12:00	<b>13</b> <u>Effective Job Search Strategies</u> 9:30-12:00	<b>14</b> <u>Service Orientation</u> Halifax & Cole Harbour 10:00 Dartmouth 2:00	<b>15</b> <u>Career Cruising &amp; LMI</u> 1:00-3:30
<b>18</b> <u>NS Heritage Day</u> Closed	<b>19</b> <u>Resume Writing</u> 9:30-3:30	<b>20</b> <u>Microsoft Word 1</u> 9:30-12:00 <u>Microsoft Word 2</u> 1:00-3:30	<b>21</b> <u>Service Orientation</u> Halifax & Cole Harbour 10:00 Dartmouth 2:00	<b>22</b> <u>Email &amp; Internet</u> 9:30-12:00
<b>25</b> <u>Resume Writing</u> 9:30-3:30	<b>26</b> <u>Ace The Interview</u> 9:30-12:00	<b>27</b> <u>Social Media &amp; Job Search</u> 9:30-12:00	<b>28</b> <u>Service Orientation</u> Halifax & Cole Harbour 10:00 Dartmouth 2:00	



# MARCH | MARS

Monday	Tuesday	Wednesday	Thursday	Friday
				<p><b>1</b> <u>Directions</u> 9:30-3:00</p>
<p><b>4</b> <u>Resume Writing</u> 9:30-3:30</p>	<p><b>5</b> <u>Effective Job Search Strategies</u> 9:30-12:00</p>	<p><b>6</b> <u>Intro to Computers 1</u> 9:30-12:00 <u>Intro to Computers 2</u> 1:00-3:30</p>	<p><b>7</b> <u>Service Orientation</u> Halifax &amp; Cole Harbour 10:00 Dartmouth 2:00</p>	<p><b>8</b> <u>Career Cruising &amp; LMI</u> 9:30-12:00</p>
<p><b>11</b> <u>Resume Writing</u> 9:30-3:30</p>	<p><b>12</b> <u>Ace The Interview</u> 9:30-12:00</p>	<p><b>13</b> <u>Microsoft Word 1</u> 9:30-12:00 <u>Microsoft Word 2</u> 1:00-3:30</p>	<p><b>14</b> <u>Service Orientation</u> Halifax &amp; Cole Harbour 10:00 Dartmouth 2:00  <u>Social Media &amp; Job Search</u> 1:00-3:30</p>	<p><b>15</b> <u>Cover Letter Writing</u> 9:30-12:00</p>
<p><b>18</b>                      <b>19</b>                      <b>20</b> <u><b>Head Start: March Break Camp</b></u> <u>Student Job Search Program</u> March 18th to 20th 9:30 am—3:30 pm <a href="http://www.ymcansworks.ca/headstart">www.ymcansworks.ca/headstart</a></p>			<p><b>21</b> <u>Service Orientation</u> Halifax &amp; Cole Harbour 10:00 Dartmouth 2:00  <u>Effective Job Search Strategies</u> 1:00-3:30</p>	<p><b>22</b> <u>Email &amp; Internet</u> 9:30-12:00</p>
<p><b>25</b> <u>Resume Writing</u> 9:30-3:30</p>	<p><b>26</b> <u>Cover Letter Writing</u> 9:30-12:00</p>	<p><b>27</b> <u>Ace The Interview</u> 9:30-12:00</p>	<p><b>28</b> <u>Service Orientation</u> Halifax &amp; Cole Harbour 10:00 Dartmouth 2:00</p>	<p><b>29</b> <u>Career Cruising &amp; LMI</u> 1:00-3:30</p>