




# WORK ACTION CENTRE WORKSHOP CALENDAR: FEBRUARY 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
27	28	29	30	31
				
3	4	5	6	7
	<b>Digital Drop In</b> 1:30PM-2:30PM		<b>Job Searching</b> 10:30AM – 11:30AM	
10	11	12	13	14
	<b>Digital Drop In</b> 10:30AM-11:30AM	<b>Customer Service</b> 10:30am-11:30am mm	<b>Job Searching</b> 1:30PM – 2:30PM	
17	18	19	20	21
	<b>Digital Drop In</b> 1:30PM-2:30PM	<b>Smart Goals</b> 1:30-2:30	<b>Job Searching</b> 10:30AM – 11:30AM	
24	25	26	27	28
	<b>Digital Drop In</b> 10:30AM-11:30AM		<b>Dress For Success</b> 10:30-11:30	

**COURSE DESCRIPTIONS ON FOLLOWING PAGE**

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<p><b>Digital Drop In</b> See calendar for times</p>	<p>Do you need a new email address? Can't quite figure out how to use a program or one of your devices? Do you need computer access to work on an employment project? Be one of four patrons to use our in-house computer lab during our Digital and Technology Drop-In hours. First come, first served</p>
<p><b>Job Searching</b> See calendar for times</p>	<p>Learn the tips and tricks to making your job search successful! A staff member will show you how to navigate online job boards and get you noticed by employers</p>
<p><b>Wednesday February 12<sup>th</sup></b> <b>Customer Service</b> 10:30am-11:30am</p>	<p>Learn techniques to deal with upset customers, and show empathy with active listening. You will also learn etiquette tips to ensure quality service at every point of interaction.</p>
<p><b>Monday February 17<sup>th</sup></b> <b>Office Closed</b></p>	<p>The office will be closed for Family Day</p>
<p><b>Wednesday February 19<sup>th</sup></b> <b>SMART Goals</b> 1:30pm-2:30pm</p>	<p>Learn the importance of goal setting in a career environment. Learn steps to build confidence to improve focus, and take meaningful steps toward their career goals. Gain strategies to stay motivated and track progress.</p>
<p><b>Thursday January 27<sup>th</sup></b> <b>Dress For Success</b> 10:30am-11:30am</p>	<p>A workshop designed to help understand the importance of attire in the workplace. This workshop covers topics such as selecting appropriate clothing for various work environments, and understanding dress codes. Niagara's Mobile Closet will be our special guest for this workshop!</p>
<p><b>FREE Online Training:</b> <b>UDEMY</b></p>	<p>Udemy® is an online learning website to help you learn new skills for business or employment. SMUN has purchased over 50 courses you can learn at home or in our computer lab. We can show you how easy it is to learn and introduce you to all the workshops available.</p>
<p><b>Business Coaching</b></p>	<p>Do you need help figuring out how to do research, plan your operations, get customers and/or sales, start a business, run a business or write a business plan? Book some time with our business coach to assist you with working through your plan. Ask your Case Manager for details.</p>