

# WORK ACTION CENTRE WORKSHOP CALENDAR: MARCH 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7
	<b>Digital Drop In</b> 10:30AM-11:30AM		<b>Job Searching</b> 1:30PM – 2:30PM	
10	11	12	13	14
	<b>Digital Drop In</b> 1:30PM-2:30PM	<b>Disclosing Disabilities</b> 1:30PM-2:30PM	<b>Job Searching</b> 10:30AM – 11:30AM	
17	18	19	20	21
	<b>Digital Drop In</b> 10:30AM-11:30AM	<b>Interview Prep</b> 10:30AM-11:30AM	<b>Job Searching</b> 1:30PM – 2:30PM	
24	25	26	27	28
	<b>Digital Drop In</b> 1:30PM-2:30PM	<b>Work Life Balance</b> 1:30PM-2:30PM	<b>Job Searching</b> 10:30AM – 11:30AM	
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**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 March 12<sup>th</sup></b> <b>Disclosing Disabilities</b> 1:30pm-2:30pm</p>	<p>To Disclose or not to Disclose? When and how is the best time?</p>
<p><b>Wednesday March 19<sup>th</sup></b> <b>Interview Prep</b> 10:30am-11:30am</p>	<p>How to be fully prepared to shine in your next interview. Learn the do's and don'ts of interviewing. Join us for this 1 hour workshop</p>
<p><b>Wednesday March 26<sup>th</sup></b> <b>Work Life Balance</b> 1:30pm-2:30pm</p>	<p>A healthy balance between work and personal life is essential for long-term success and well-being. Whether you're juggling multiple responsibilities or transitioning into a new job, this session will provide you with the tools to support both professional and personal balance.</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>