A close-up, high-angle photograph of a spiral-bound notebook. The notebook is open to a page with a light-colored grid pattern. The spiral binding, made of silver metal rings, runs diagonally across the frame from the top left towards the bottom right. A yellow pencil with a red eraser is tucked into the spiral binding, also following a diagonal path. The lighting is soft, creating gentle shadows and highlights on the paper and metal.

Volume VII Fall 2010

The **o**genda

A guide to skills and services... for life

1 Cummings Square | Montreal | Quebec | H3W 1M6 | T 514.342.0000 | F 514.342.2371 | www.ometz.ca

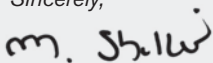


Ometz offers employment, family and immigration services to help people fulfill their potential and to secure the growth and vitality of the Montreal Jewish community.

This Ogenda is an overview of the group services and training that Ometz offers to the community. From computer and language courses, employment seminars and networking opportunities, to family outreach events and activities, our scope is all-encompassing, no matter the need or the client.

Ometz is the Hebrew word for courage and is an expression of our hope that we will be a source of strength and courage to those who seek our services. It is our commitment to you.

Sincerely,



Dr. Mitch Shiller
President,
Agence Ometz

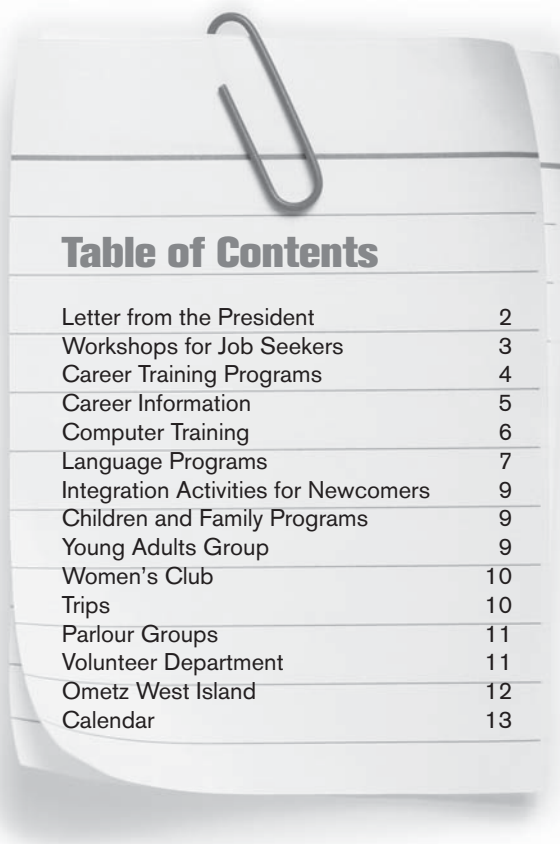


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Payment, Cancellation and Refunds

Courses must be paid in full upon registration.

Full refunds are given up to five business days prior to the start date.

In the event of rescheduling or cancellations due to unforeseen circumstances, course fees are fully refunded.

Please note that dates and/or times are subject to change.

The Ogenda Volume VII Fall 2010
The Ogenda is published twice a year

Art > Myriam Ekhauser

We thank our partners for their financial support:

Immigration
et Communautés
culturelles

Québec

Emploi

Québec



Centraide
of Greater Montreal



FEDERATION
CJA

OMETZ WORKSHOPS FOR JOB SEEKERS

Information and registration:

Melanie Perez, 514.342.0000, ext. 3029

info@ometz.ca

All workshops for job seekers are free of charge. Registration is required.

CV Writing

Everyone knows how to write a resume, right? Wrong!

Today's C.V.'s are uniquely crafted for individual jobs and industries and must pack a punch. Containing theory and handouts, this workshop guides you through:

- the three types of C.V.'s: chronological, functional and combined
- the three golden rules when writing a resume
- how to turn job tasks into accomplishment statements

Begin creating or polishing your document on-line with one-on-one input from an Ometz employment counsellor.

Dates: Thursdays

Time: 2:00 pm - 4:30 pm

Interview Skills 1

Do you walk into an interview with confidence? Have you done your research? Are you ready to articulate the unique way in which you will bring added value to an employer? This workshop uses both theory and practice to show you how to successfully meet this challenge.

Dates: Tuesdays

Twice a month

Time: 9:30 am - 12:00 pm

Interview Skills 2

Participating in a mock interview is a powerful way to practice what you've learned in Interview Skills 1. Guided feedback and analysis will bring your delivery to a new level.

Date: Thursdays

Twice a month

Time: 9:30 am - 12:00 pm

Know It, Sell It: Building Confidence and Self-Esteem

This dynamic seminar guides participants towards self-discovery, helping to identify transferable skills, increase confidence and project your employability as a viable candidate.

Dates: Wednesdays

Once a month

Time: 9:30 am - 12:00 pm

Networking Club

Join weekly discussions and monthly guest appearances from industry experts providing the latest in employability information. Expand your network, exchange job leads, and experience peer support. Participants must be actively engaged in the job search process and be prepared to share their job search techniques each week.

Dates: Tuesdays - weekly

Time: 2:00 pm - 4:30 pm



OMETZ WORKSHOPS FOR JOB SEEKERS

Information and registration:

Melanie Perez, 514.342.0000, ext. 3029

info@ometz.ca



Accessing the Hidden Job Market

Most jobs are hidden. Do you know where to look? Transform a passive job search into a proactive one by learning how to identify the hidden job market opportunities and understand the value of social networking.

Dates: Tuesdays

Twice a month

Time: 9:30 am - 12:00 pm

Transitions

Have you been out of work for some time? Do you feel anxious about looking for a job? Do you need support and guidance in order to make a fresh start? Transitions is a job search program that offers workshops in computers, time management and employability in order to help you achieve your work-related goals.

Information:

Barbara Dunnigan,

514.342.0000, ext. 3422

OMETZ CAREER TRAINING PROGRAMS

Information and registration:

Melanie Perez, 514.342.0000, ext. 3029

info@ometz.ca

Registration is required.

Companion for Seniors

Become a companion for seniors with Ometz, CSSS Cavendish, and Cummings Jewish Centre for Seniors certificate program.

Training includes:

- working with frail seniors
- mental and physical health
- CPR training (certificate provided)
- dealing with family dynamics
- communication skills
- job search techniques

Date: Monday, September 13

Monday - Thursday

18-week session

Time: 9:30 am - 2:00 pm

Cost: \$349

À l'action

With the use of individual assessment tools and group work, develop your personal strategy toward achieving your career goal.

Date: Monday, October 4

Monday to Thursday

7-week session

Time: 9:00 am - 3:00 pm

Cost: no charge

Next session:

Monday, December 6

Monday to Thursday

7-week session

Time: 9:00 am - 3:00 pm

Cost: no charge

OMETZ CAREER INFORMATION

Information and registration:

Melanie Perez, 514.342.0000, ext. 3029

info@ometz.ca

Career Services

An Ometz career counsellor can assist individuals and students in making the best decisions to achieve their educational and career goals.

Services may include:

- Testing to assess interests, skills and training level
- Counseling to clarify personal needs and motivators
- Research of educational and training options
- Investigation of new fields and careers
- Development of an action plan
- Parent as career coaches workshops

Dates: By appointment only

Cost: TBA

**Information: Janet Perlis,
514.342.0000, ext. 3324**

Career Information Evening: “I want my own business... what’s next?”

Information is power. A panel of experts working in business development talks about how to take your business idea to the next level. This evening is a great opportunity for information gathering and networking.

Date: Wednesday, October 20

Time: 7:00 pm - 9:00 pm

Location: Ometz West Island

Cost: \$10

Next session: January

Topic TBA

Professional Education Information Evenings: Health Care

Are you interested in a Career in the health care field?

Representatives from College Ahuntsic and John Abbot College will provide an overview of the following career programs: Nursing, Dental Hygiene, Pre-hospital Emergency Care and much more.

Date: Wednesday, November 10

Time: 6:00 pm - 8:00 pm

Cost: no charge

Next session:

Wednesday, November 24

Topic TBA



BB
COLOR INC

www.bbcolor.com

sales@bbcolor.com

514-343-9999

OMETZ COMPUTER TRAINING

Information and registration:

Norm Bazar, 514.342.0000, ext. 6417

info@ometz.ca

Registration is required.

Intro to PC

Designed for individuals who are new to computing and the web. Topics include working in a Windows environment, opening and closing programs, searching the Internet and setting up an e-mail account.

Dates: October 13, 14, 15

Three 3-hour days / session

Time: 9:00 am - 12:00 pm

Cost: \$125

Word Level 1

Learn how to create a document, edit and format text, add tables, use Word timesavers, and work with different display and print options.

Prerequisite: Basic Windows

Dates: October 19, 20, 21

Next session:

November 23, 24, 25

Three 3-hour days / session

Time: 9:00 am - 12:00 pm

Cost: \$125

Word Level 2

Learn to easily create mail merged labels and letters, manage long documents, and create a table of contents.

Prerequisite: Word Level 1

Dates: December 7, 8, 9

Three 3-hour days / session

Time: 9:00 am - 12:00 pm

Cost: \$125

Excel Level 1

Learn how to develop, edit and format basic worksheets and charts, and how to create formulas.

Prerequisite: Basic Windows

Dates: October 26, 27, 28

Next session:

November 30, December 1, 2

Three 3-hour days / session

Time: 9:00 am - 12:00 pm

Cost: \$125

Excel Level 2

Learn to create forms, work with calculations, and manage large amounts of data.

Prerequisite: Excel Level 1

Dates: December 14, 15, 16

Three 3-hour days / session

Time: 9:00 am - 12:00 pm

Cost: \$125

PowerPoint

Learn how to create, modify and run an effective PowerPoint presentation using graphics and custom animation.

Prerequisite: Basic Windows

Dates: November 16, 17, 18

Three 3-hour days / session

Time: 9:00 am - 12:00 pm

Cost: \$125



OMETZ COMPUTER TRAINING

Information and registration:

Norm Bazar, 514.342.0000, ext. 6417

info@ometz.ca

QuickBooks

Learn how to manage a company's accounting system using the industry-leading software QuickBooks.

Dates: Tuesday, November 2, 3, 4 and 9, 10, 11

Six 3-hour days per session

Time: 9:00 am - 12:00 pm

Cost: \$299

NEW! Learn how to use LinkedIn and Facebook.

Do you wish you could set up or get more out of your LinkedIn, and Facebook accounts? Would you like to practice using social media to grow your professional network, expand business opportunities, and advance your career? Learn the basics NOW.

**Date: Wednesday, October 13
3 hour workshop**

Time: 1:00 pm - 4:00 pm

Cost: \$55

OMETZ LANGUAGE PROGRAMS

Information and registration:

Kate Oursegova, 514.342.0000, ext. 3457

info@ometz.ca

Registration is required.

Cost NC: for newcomers who have arrived within the last five years and are registered with Ometz

French-Beginners

Dates: October 4 - November 22

Mondays & Wednesdays

8-week session

Time: 7:00 pm - 9:00 pm

Cost NC: \$99

Cost to general public: \$115

French-Advanced

Dates: October 5 - November 23

Tuesday & Thursdays

8-week session

Time: 5:00 pm - 7:00 pm

Cost NC: \$99

Cost to general public: \$115

French-Intermediate

Dates: October 4 - November 22

Mondays & Wednesdays

8-week session

Time: 5:00 pm - 7:00 pm

Cost NC: \$99

Cost to general public: \$115



OMETZ LANGUAGE PROGRAMS

Information and registration:

Kate Oursegova, 514.342.0000, ext. 3457

info@ometz.ca

Registration is required.

Cost NC: for newcomers who have arrived within the last five years and are registered with Ometz

Conversation téléphonique en français

Practice with your personal conversation coach over the phone and gain confidence in your French communication skills.

Orientation session

Date: Monday, October 4

Time: 6:00 pm - 8:00 pm

Cost NC: no charge

Cost to general public: \$30

Integration Through English Discussion

Speak English in a fun, informal setting. Role-playing, discussions and music provide effective opportunities to increase vocabulary, fluency and confidence.

Intermediate/Advanced

Dates: October 6 - December 22

Wednesdays

12-week session

Time: 7:00 pm - 9:00 pm

Cost NC: no charge

Cost to general public: \$30

or

Intermediate

Dates: October 5 - December 21

Tuesdays

12-week session

Time: 3:30 pm - 5:30 pm

Cost NC: no charge

Cost to general public: \$30

French Conversation for the Workplace Intermediate/Advanced

Practice French business communication through informal discussion on various work-related topics.

Dates: October 4 - December 20

Mondays

12-week session

Time: 6:00 pm - 8:00 pm

Cost NC: no charge

Cost to general public: \$30

Clear Speech

Is English pronunciation a concern for you? Do people have difficulty understanding you because of your native accent? Are you self-conscious at job interviews? Learn techniques to acquire Clear Speech.

Dates: October 13 - December 8

Mondays & Wednesdays

9-week session

Time: 6:00 pm - 7:45 pm

Cost NC: \$75

Cost to general public: \$110



OMETZ INTEGRATION AND SETTLEMENT ACTIVITIES

Information and registration:

Kate Oursegova, 514.342.0000, ext. 3457

info@ometz.ca

Registration is required.

Cost NC: for newcomers who have arrived within the last five years and are registered with Ometz

Being Successful in the Montreal Workplace

You are an adult...you have previous work experience...working in Montreal should be easy.

You may be surprised to learn that things are very different. Come and test your knowledge of the Montreal workplace. Presented in French.

Date: Wednesday, October 20

Time: 6:00 pm - 8:00 pm

Cost NC: no charge

Young Adult Programs

Join our

Facebook Group

Are you between 18 and 35?
Are you looking for fun activities with people your age?

For continuous updates of what's on for young adults, please join our JIAS/Ometz Young Adults Facebook group!

Information:

Yael Soussana

514.342.0000, ext. 3384

Children's Programs

Exploring French Language and Jewish Themes Through Media Art

(Ages: 9 - 12)

Using technology, filmmaking, animation and theatre arts, students will develop and improve language skills while exploring Jewish themes.

Dates: October 10 - November 28
Sundays

8-week session

Time: 10:00 am - 12:00 pm

Location: Segal Centre

Cost NC: \$90

Cost to general public: \$150

Children's Programs

Parlez-vous français?

Do your children need help in French? Bring them to our tutoring program which also includes 20 minutes of fun activities in the gym.

Dates: October 3 - November 28
Sundays

9-week session

Time: 10:00 am - 12:00 pm

(Ages 6 - 9, Class D'accueil)

12:00 pm - 2:00 pm

(Ages 9 - 12, Class D'accueil)

Location: YW-YMHA

Cost NC: \$30



OMETZ INTEGRATION AND SETTLEMENT ACTIVITIES

Information and registration:

Kate Oursegova, 514.342.0000, ext. 3457

info@ometz.ca

Registration is required.

Cost NC: for newcomers who have arrived within the last five years and are registered with Ometz

Family Chanukah Party

Celebrate Chanukah with great music, dancing and holiday treats. Many surprises await you!

Date: Sunday, December 5

Time: 10:00 am - 12:00 pm

Cost NC: No charge

Trips

Autumn Outing

Visit the Laurentians!

Discover the spectacular colours of autumn at the Centre touristique et éducatif des Laurentides. The center offers 36 km of well marked scenic hiking trails to explore or you can take a stroll on the 1 km boardwalk along the lakeshore.

Date: Sunday, September 26

Time: 10:00 am - 4:00 pm

Departure:

5151 Cote-St-Catherine Road

Registration deadline:

Thursday, September 20

Cost: TBA

Women's Club

Healthy Lunch Box

Learn more about preparing a healthy lunch box and snack options that kids will like to bring to school.

They are fun yet healthy.

Refreshments will be provided.

Date: Monday, September 20

Time: 6:00 pm - 8:00 pm

Cost NC: \$5

Women's Club

Smart and Healthy Stress Management

If you're wondering how to deal with stressors, challenges and negative feelings - you're not alone. Knowing how to deal with emotional stress in a healthy way is difficult, but there are some simple strategies that work well in many situations. Come and learn how to do it the smart way.

Refreshments will be provided.

Date: Wednesday, October 28

Time: 6:00 pm - 8:00 pm

Cost NC: \$5

Women's Club

Enjoy the Canadian Winter

Yes, it is possible to enjoy the Canadian winter!

Come and find out everything you need to know about adjusting your lifestyle to the cold weather and get suggestions on fun Montreal wintertime activities that the whole family can enjoy.

Refreshments will be provided.

Date: Wednesday, December 1

Time: 6:00 pm - 8:00 pm

Cost NC: \$5



PARLOUR GROUPS

Information and registration:

Carol Liverman, 514.342.0000, ext. 3846

info@ometz.ca

Registration is required.

Parlour meetings

In recognition of the complexity, joys and challenges of parenting, Ometz offers parents the opportunity to establish or join monthly parlour groups. Under the guidance of an Ometz professional facilitator, participants help each other to look at their children's development, learn new parenting strategies, and build a network of support for themselves.

The topics discussed are age-related and may include:

- Limits/boundaries
- Communication
- Homework
- Sibling rivalry
- Bullying
- Resilience and self-esteem
- ...and many more

Dates: vary per group

**Cost: \$160 (per parent/
couple) per school year**

For more family workshops visit
www.ometz.ca

OMETZ VOLUNTEER DEPARTMENT

Information and registration:

Linda Mestel 514.342.0000, ext. 3435

info@ometz.ca

Opportunities to feel good by making a difference.

Come and meet us to see what volunteer experience best fits what you are looking for.

Mentorship program

Build a relationship with a child, a teen, or a family who would really benefit from having a role model and confidante in their lives.

Tutoring

Help a child succeed who could not financially afford academic tutoring.

Volunteer Moderators

TASSI - Teen Advice Support Suggestion and Information. Join our online team, www.tassi.ca



OMETZ WEST ISLAND

Information and registration:

Brenda Rodier, 514.290.2122, ext. 3846

info@ometz.ca

Registration is required.

Career Information Evening: "I want my own business... what's next?"

Information is power. A panel of experts working in business development talks about how to take your business idea to the next level. This evening is a great opportunity for information gathering and networking.

**Date: Wednesday, October 20
Time: 7:00 pm - 9:00 pm
Cost: \$10**

For more West Island programs:
www.ometz.ca



GREAT PROGRAMS AT THE YM-YWHA FOR KIDS, ADULTS AND FAMILIES

ART:

Art Mania class for children ages 4-13



JUDAIC PROGRAMS:

Jewish Arts Programs for Families

Celebrating Jewish Traditions

Sundays, Oct. 3 and Nov. 28 2010,

Jan. 9, Mar. 20, and May 15 2011

Info: Susan 514-737-6551 ext. 294

ENGLISH:

Four levels of English for adults, from absolute beginners to advanced. Tues & Thurs. Oct. 5 - Dec. 2

JEWISH RUSSIAN PROGRAM:

Violin, dance, acrobatics, karate, piano and more...

Info: Olga 514-737-6551 ext. 240



YM-YWHA Montreal Jewish Community Centres
Ben Weider JCC 5400 Westbury Ave.
www.ymywaha.com

CALENDAR - SEPTEMBER 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Interview Skills 2 9:30 am - 12:00 pm CV Writing 2:00 pm - 4:30 pm	3	4
5	6 LABOUR DAY OMETZ CLOSED	7 Accessing the Hidden Job Market 9:30 am - 12:00 pm Networking Club 2:00 pm - 4:30 pm	8 EREV/ROSH HASHANAH OMETZ CLOSING 1:00PM	9 ROSH HASHANAH OMETZ CLOSED	10 ROSH HASHANAH OMETZ CLOSED	11
12	13 Companion for Seniors 9:30 am - 2:00 pm (18 weeks)	14 Interview Skills 1 9:30 am - 12:00 pm Networking Club 2:00 pm - 4:30 pm	15 Know It. Sell It. 9:30 am - 12:00 pm	16 Interview Skills 2 9:30 am - 12:00 pm CV Writing 2:00 pm - 4:30 pm	17 EREV YOM KIPPUR OMETZ CLOSING 1:00PM	18 YOM KIPPUR
19	20 Women's Club Healthy Lunch Box 6:00 pm - 8:00 pm	21 Accessing the Hidden Job Market 9:30 am - 12:00 pm Networking Club 2:00 pm - 4:30 pm	22 EREV SUKKOT OMETZ CLOSING 2:00PM	23 SUKKOT OMETZ CLOSED	24 SUKKOT OMETZ CLOSED	25
26 Autumn Outing: Laurentians 10:00 am - 4:00 pm	27	28 Interview Skills 1 9:30 am - 12:00 pm Networking Club 2:00 pm - 4:30 pm	29 SUKKOT OMETZ CLOSING 2:00PM	30 SHEMINI ATZERET OMETZ CLOSED		

CALENDAR - OCTOBER 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3 Parlez-vous Français? 10:00 am - 12:00 pm 12:00 pm - 2:00 pm (8 weeks)	4 A l'action 9:00 am - 3:00 pm (7 weeks) French: Intermediate 5:00 pm - 7:00 pm (8 weeks) Conversation Telephonique: Orientation 6:00 pm - 8:00 pm French Conversation for the Workplace Intermediate / Advanced 6:00 pm - 8:00 pm (12 weeks) French: Beginners 7:00 pm - 9:00 pm (8 weeks)	5 Accessing the Hidden Job Market 9:30 am - 12:00 pm Networking Club 2:00 pm - 4:30 pm Integration Through English Discussion: Intermediate 3:30 pm - 5:30 pm (12 weeks) French: Advanced 5:00 pm - 7:00 pm (8 weeks)	6 Integration Through English Discussion: Intermediate / Advanced 7:00 pm - 9:00 pm (12 weeks)	7 CV Writing 2:00 pm - 4:30 pm	1 SIMCHAT TORAH OMITZ CLOSED	2
10 Exploring French Language and Jewish Themes Through Media Arts 10:00 am - 12:00 pm (8 weeks)	11 THANKSGIVING OMITZ CLOSED	12 Interview Skills 1 9:30 am - 12:00 pm Networking Club 2:00 pm - 4:30 pm	13 Intro to PC 9:00 am - 12:00 (3 days) Learn how to use LinkedIn and Facebook 1:00 pm - 4:00 pm Clear Speech 6:00 pm - 7:45 pm (9 weeks)	14 Interview Skills 2 9:30 am - 12:00 pm CV Writing 2:00 pm - 4:30 pm	15	16
17	18	19 Word Level 1 9:00 am - 12:00 (3 days) Accessing the Hidden Job Market 9:30 am - 12:00 pm Networking Club 2:00 pm - 4:30 pm	20 Know It. Sell It. 9:30 am - 12:00 pm Being Successful in the Montreal Workplace 6:00 pm - 8:00 pm Career Info Evening: I want my own business 7:00 pm - 9:00 pm	21 CV Writing 2:00 pm - 4:30 pm	22	23
24	25	26 Excel Level 1 9:00 am - 12:00 (3 days) Interview Skills 1 9:30 am - 12:00 pm Networking Club 2:00 pm - 4:30 pm	27 Interview Skills 2 9:30 am - 12:00 pm CV Writing 2:00 pm - 4:30 pm Women's Club: Smart and Healthy Stress Management 6:00 pm - 8:00 pm	28 Interview Skills 2 9:30 am - 12:00 pm CV Writing 2:00 pm - 4:30 pm Women's Club: Smart and Healthy Stress Management 6:00 pm - 8:00 pm	29	30

CALENDAR - NOVEMBER 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 QuickBooks 9:00 am - 12:00 (6 days) Accessing the Hidden Job Market 9:30 am - 12:00 pm Networking Club 2:00 pm - 4:30 pm	3	4 CV Writing 2:00 pm - 4:30 pm	5	6
7	8	9 Interview Skills 1 9:30 am - 12:00 pm Networking Club 2:00 pm - 4:30 pm	10 Professional Education Info Evening: Health care 6:00 pm - 8:00 pm	11 Interview Skills 2 9:30 am - 12:00 pm CV Writing 2:00 pm - 4:30 pm	12	13
14	15	16 PowerPoint 9:00 am - 12:00 (3 days) Accessing the Hidden Job Market 9:30 am - 12:00 pm Networking Club 2:00 pm - 4:30 pm	17 Know It, Sell It. 9:30 am - 12:00 pm	18 CV Writing 2:00 pm - 4:30 pm	19	20
21	22	23 Word Level 1 9:00 am - 12:00 (3 days) Interview Skills 1 9:30 am - 12:00 pm Networking Club 2:00 pm - 4:30 pm	24 Professional Education Info Evening: Topic TBA 6:00 pm - 8:00 pm	25 Interview Skills 2 9:30 am - 12:00 pm CV Writing 2:00 pm - 4:30 pm	26	27
28	29	30 Excel Level 1 9:00 am - 12:00 (3 days) Accessing the Hidden Job Market 9:30 am - 12:00 pm Networking Club 2:00 pm - 4:30 pm				

CALENDAR - DECEMBER 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Women's Club: Enjoy Canadian Winter 6:00 pm - 8:00 pm	2 CHANUKAH CV Writing 2:00 pm - 4:30 pm	3 CHANUKAH	4 CHANUKAH
5 CHANUKAH Family Chanukah Party 10:00 am - 12:00 pm	6 CHANUKAH	7 CHANUKAH Word Level 2 9:00 am - 12:00 (3 days) Interview Skills 1 9:30 am - 12:00 pm Networking Club 2:00 pm - 4:30 pm	8 CHANUKAH	9 CHANUKAH Interview Skills 2 9:30 am - 12:00 pm CV Writing 2:00 pm - 4:30 pm	10	11
12	13	14 Excel Level 2 9:00 am - 12:00 (3 days) Accessing the Hidden Job Market 9:30 am - 12:00 pm Networking Club 2:00 pm - 4:30 pm	15 Know It. Sell It. 9:30 am - 12:00 pm	16 CV Writing 2:00 pm - 4:30 pm	17	18
19	20	21 Interview Skills 1 9:30 am - 12:00 pm Networking Club 2:00 pm - 4:30 pm	22	23 Interview Skills 2 9:30 am - 12:00 pm CV Writing 2:00 pm - 4:30 pm	24	25 CHRISTMAS DAY
26	27 OMETZ CLOSED	28 Accessing the Hidden Job Market 9:30 am - 12:00 pm Networking Club 2:00 pm - 4:30 pm	29	30 CV Writing 2:00 pm - 4:30 pm	31 NEW YEAR'S EVE	