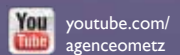
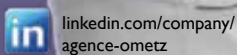


Volume XII Winter2013

# The genda

An Ometz guide to  
activities and training programs

| Cummings Square | Montreal | Quebec | H3W 1M6 | T 514.342.0000 | F 514.342.2371 | [www.ometz.ca](http://www.ometz.ca)



Thank you to our partners for their financial support.

Ometz is a not-for-profit human services agency which supports and strengthens individuals and families by offering a range of employment, immigration, school and social services. Published twice a year, *The Oagenda* provides an overview of the training and group services delivered by Ometz. From computer and language courses, employment seminars and networking opportunities, to volunteer programs, family activities and outreach events, our scope is all-encompassing, recognizing the needs of our clients.

The Oagenda  
Volume XII Winter 2013

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## **ACCOUNTING**

Information and registration:  
Judith Mestel 514.342.0000 ext. 3469  
judith.mestel@ometz.ca  
www.ometz.ca  
Registration is required

**February 5, 12, 19, 26,  
March 5, 12, 19**  
5:30 pm – 8:30 pm  
\$249

### **Introduction to Financial Accounting**

Learn how to complete all steps required in a double-entry bookkeeping/accounting system, from recording financial transactions in books of prime entry to preparing an income statement and balance sheet.

Upon completion of this course, you will understand basic accounting theory, apply basic concepts and complete procedures such as journalizing, financial statement preparation, and ledger maintenance.

Upon successful completion a certificate will be granted.

**May 7, 21, 28,  
June 4, 11, 18, 25**  
5:30 pm – 8:30 pm  
\$299

### **Introduction to Simply Accounting 1**

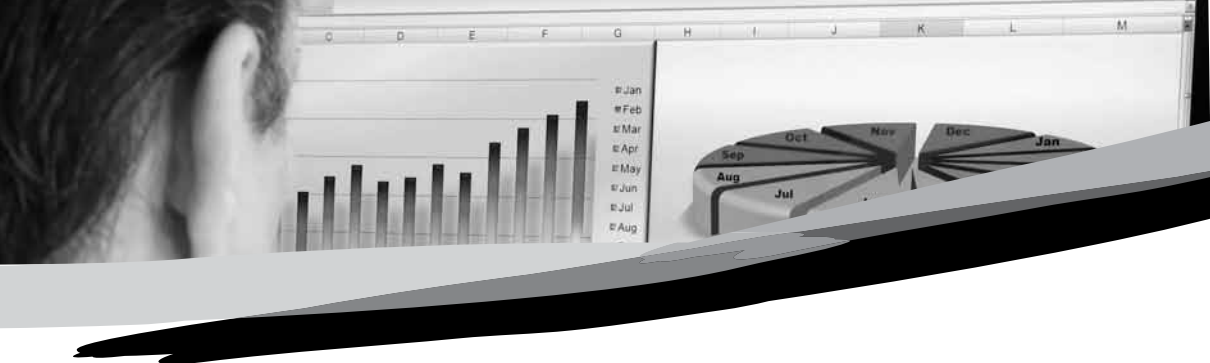
This course will provide you with an overview of the basic components of Simply Accounting 1. Students will learn to create various source documents, as well as to access a general ledger (G/L), accounts receivable (A/R) modules, and accounts payable (A/P) modules.

Prerequisites: knowledge of MS Windows and Introduction to Financial Accounting (or equivalent work experience)

**May 28, 29, 30,  
June 4, 5 and 6**  
9:00 am – 12:00 pm  
\$299

### **QuickBooks**

Learn how to manage a company's accounting system using the industry-leading software QuickBooks. Six, 3 hour sessions



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## CAREER TRAINING

Information and registration:  
Karine Cinq-Mars 514.342.0000 ext. 3498  
karine.cinq-mars@ometz.ca  
www.ometz.ca  
Registration is required

**Mondays - Thursdays**  
September 16 2013 -  
June 12, 2014  
10:00 am - 2:30 pm  
Cost: \$499

## Companion for Seniors: Specialization in Dementia

This 37-week work-study program will teach you to become a companion for seniors, specializing in working with dementia patients. This unique program combines theory, practice and work experience in the field. You will also receive coaching on how to start your own companion for seniors business.

Training modules are led by professionals and include:

- Mental and physical health
- Dealing with family dynamics
- Communication skills
- Job search techniques
- Supervised field placements

Upon successful completion of the program, you will receive:

- CPR card from Heart and Stroke Foundation
- PDSB training card for performing safe transfers from ASSTSAS
- Alzheimer's Care Certificate from Alzheimer Society of Montreal

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## COMPUTER TRAINING

Information and registration:  
Norm Bazar, 514.342.0000 ext. 6417  
norm.bazar@ometz.ca  
www.ometz.ca  
Registration is required

**February 26, 27 and 28**  
9:00 am - 12:00 pm  
\$150  
Next session:  
**April 16, 23 and 30**  
5:30 pm - 8:30 pm  
\$150

## Excel 1

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

Prerequisite: basic understanding of MS Windows

Upon completion, Excel 2 is recommended.

**April 23, 24 and 25**

9:00 am – 12:00 pm  
\$150

## **Excel 2**

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

Prerequisite: Excel 1 or knowledge of Excel 2007/2010

**February 12, 13 and 14**

9:00 am – 12:00 pm  
\$150

## **PowerPoint**

Learn how to take your presentations to the next level in a dynamic, engaging and professional manner.

**January 22, 23 and 24**

9:00 am – 12:00 pm  
\$150

## **Word 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 understanding of MS Windows

Upon completion, Word 2 is strongly recommended.

Nest session:

March 12, 13, and 14

**April 9, 10 and 11**

9:00 am – 12:00 pm  
\$150

## **Word 2**

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

Prerequisite: Word 1 or knowledge of Word 2007/2010

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## **LANGUAGE PROGRAMS**

Information and registration:

Ekaterina Oursegova, 514.342.0000 ext. 3457

ekaterina.oursegova@ometz.ca

www.ometz.ca

Registration is required

\* Newcomers: individuals who have immigrated within the last five years and are registered with Ometz

**January 28 - March 20**

Newcomers\*    General public  
Free                \$30

## **Conversation téléphonique en français**

Learn language and communication skills over the telephone with a personal conversation coach. Gain confidence through practice.

Orientation session: Thursday, January 24, 6:00 pm - 8:00 pm



**January 21 - March 13**

**Mondays and Wednesdays**  
5:00 pm - 7:00 pm

Newcomers\*    General public  
\$99                \$135

## **French Beginner 2**

Develop your French conversational and listening skills, while learning grammar and vocabulary.

**April 15 - June 12**

**Mondays and Wednesdays**  
7:00 pm - 9:00 pm

Newcomers\*    General public  
\$99                \$135

## **French Intermediate 1**

Supplement your current French language skills by expanding your vocabulary and grammar, and perfecting your articulation and fluency.

**January 21 - March 13,**

**April 15 - June 12**

**Mondays and Wednesdays**  
7:00 pm - 9:00 pm

Newcomers\*    General public  
\$99                \$135

## **French Intermediate 2**

Supplement your current French language skills by expanding your vocabulary and grammar, and perfecting your articulation and fluency.

**Mondays**

**January 14 - March 18,**

**April 8 - June 17**

**6:00 pm - 8:00 pm**

Newcomers\*    General public  
Free                \$30

## **French Conversation Club**

(Intermediate and advanced levels)

Speak French and improve your language skills in a fun, informal setting through discussions on various topics.

**Tuesdays**

**January 15 - March 19,**

**April 9 - June 18**

**3:00 pm - 5:00 pm**

Newcomers\*    General public  
Free                \$30

## **English Conversation Club**

(Beginners and Intermediate levels)

Speak English in a fun, informal setting. Articles, role playing, discussions and music are just some of the tools used to increase your vocabulary, fluency and confidence.

**Wednesdays**

**January 16 - March 20,**

**April 17 - June 26**

**7:00 pm - 9:00 pm**

Newcomers\*    General public  
Free                \$30

(Intermediate and advanced levels)

Elevate your English language skills in a dynamic, casual setting. Articles, role playing, discussions and music are just some of the tools used to increase your vocabulary, fluency and confidence.

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## **NEWCOMER INTEGRATION PROGRAMS**

Information and registration:  
Ekaterina Oursegova, 514.342.0000 ext. 3457  
ekaterina.oursegova@ometz.ca  
www.ometz.ca  
Registration is required

**Sundays**  
January 20 - March 24,  
April 14 - June 16  
10:00 am - 12:00 pm  
\$60 per session

### **CHILDREN & FAMILIES**

#### **English for Kids aged 6-9 years old**

(Intermediate and advanced levels)

This is an opportunity for your children to improve their English language skills through arts and crafts. (Includes Purim Carnival at Fortissimo Academy of Music and Arts on February 24)

**Sunday, January 27**  
11:00 am - 2:00 pm  
Free

#### **A day at Mont-Royal**

Practice sliding, skating, skiing or just a nice long walk in the fresh air with your family or friends. Experience winter sports in the outdoors right in the centre of the city. Guaranteed fun for all! Rental of equipment is not covered.

**Sunday, February 10**  
8:00 am - 8:00 pm  
Cost\*: to be announced

#### **Quebec Winter Carnival**

Join us on a wonderful trip to Quebec City's Ice Hotel followed by a visit to the world-renowned Quebec Winter Carnival.

**Sunday, May 12**  
9:00 am - 8:00 pm  
Cost\*: to be announced

#### **Ottawa - Tulip Festival**

Tour Canada's Capital City, Museum of Civilization, Parliament and visit the famous Tulip Festival.

**Sunday, June 2**  
8:00 am - 8:00 pm  
Cost\*: to be announced

#### **Quebec City**

A guided tour of Quebec City, Montmorency Falls.

**Sunday, June 23**  
10:00 am - 2:00 pm  
Cost\*: to be announced

#### **Tour de Montréal**

Explore your Montreal- a city filled with a rich history and beautiful landmarks. Guided tour.



**Wednesday, May 22**  
6:00 pm – 8:00 pm  
Free

### Information Session **Canadian Citizenship**

Are you thinking of becoming a Canadian citizen? Come join us in an interactive workshop designed to get you started with your application. Forms will be supplied. Please bring your documents. Refreshments will be provided

**Wednesday, January 23**  
6:00 pm – 8:00 pm  
Free

### Financial Education Program - Information Session 3 **Invest in your family's future**

Learn about tools and strategies to plan a stable financial future for you and your family

Topics to be discussed:

- different saving tools(cash, GIC's, bonds, funds etc)
- children educational saving programs (RESP)
- buying a house
- saving for retirement (RRSP)

**Wednesday, February 13**  
6:00 pm – 8:00 pm  
Free

### Financial Education Program - Information Session 4 **Protecting you and your family**

Everything you need to know to ensure the financial protection of your family and your belongings.

Topics to be discussed include:

- life insurance
- health and disability insurance
- employment insurance (EI)
- employee benefits
- home, car insurance

**Wednesday, March 6**  
6:00 pm – 8:00 pm  
Free

### Financial Education Program - Information Session 5 **The Quebec Tax System**

All adults over 18; Canadian, Resident, or here on a work permit, must submit income tax declarations to both federal and provincial governments. Ask questions and get answers!



Financial Education Program - Information Session 6

**Wednesday, April 10**  
6:00 pm – 8:00 pm  
Free

**I'm thinking of buying a house/condo.  
Where do I start?**

Thinking about buying a house or condo? Join us in an information session which will provide you with the facts you need to know.

Topics to be discussed:

- Where to look
- Finding the right real estate agent and notary
- Do you need to have a building inspector?
- Obtaining a mortgage

Refreshments will be provided.

WOMEN'S CLUB

**Wednesday, February 27**  
6:00 pm – 8:00 pm  
\$10

**Eating Healthy on a Budget**

Session 2

Learn how to prepare easy, healthy and delicious meals that will "wow" your family! Plus, get some tips on how to save on your grocery bill.

Recipes and samples for degustation will be provided.

**Wednesday, April 24**  
6:00 pm – 8:00 pm  
\$10

**Sushi- it's easy!**

Are you in the mood to try something new and discover other cultures through a unique culinary experience? Enjoy the fun while learning a variety of recipes to recreate at home.

**Tuesdays**  
1:00 pm – 3:00 pm  
Free

**Ometz Knitting Club**

Weekly gatherings for beginner and experienced knitters and crocheters.

**Wednesday, May 8**  
6:00 pm – 8:00 pm  
\$5

**Be beautiful**

Come to get ready to celebrate Mother's Day! Join Aesthetician and Cosmetic experts to experience an evening of beauty and skin care. You deserve it!

Refreshments and small gifts will be provided.



[www.facebook.com/  
ometzyoung.adults](http://www.facebook.com/ometzyoung.adults)

## YOUNG ADULTS Join us on Facebook

Are you between the ages of 20 and 40?  
Are you looking for fun activities with  
people your age? To stay connected,  
join our Ometz Young Adults Facebook  
group!

Information:  
Yael Soussana  
514.342.0000 ext. 3384  
[yael.soussana@ometz.ca](mailto:yael.soussana@ometz.ca)

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## SOCIAL MEDIA WORKSHOPS

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Information and registration:  
Sharon Bishin, 514.342.0000 ext. 3329  
[sharon.bishin@ometz.ca](mailto:sharon.bishin@ometz.ca)  
[www.ometz.ca](http://www.ometz.ca)  
Registration is required

**Wednesday, February 13**  
(check [ometz.ca](http://ometz.ca) for additional  
dates)  
5:30 pm - 7:30 pm  
\$55

### Blogging

Interested in blogging to help you with your job search? Is your company looking to start conversations with customers? Blogging can be an important tool! This two hour hands on workshop will walk you through the steps to create your own postings and presence using WordPress software.

**Wednesday, February 20**  
5:30 pm - 7:30 pm  
\$55

### Online Image Management

Studies show that 86% of businesses use search engines and social media. Online activity builds your brand and leaves lasting impressions. This workshop covers strategic use of social media and how to manage your unique professional online image. We will examine the three top social media platforms LinkedIn, Twitter and Facebook and how to leverage them to your best advantage!

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## **WORKSHOPS FOR JOB SEEKERS**

Information and registration:  
Melanie Perez, 514.342.0000 ext. 3029  
info@ometz.ca  
www.ometz.ca  
Registration is required

**Tuesdays**  
(check calendar for dates)  
9:30 am - 12:00 pm

### **Accessing the Hidden Job Market**

Most job openings are not advertised, creating a hidden job market. So, how can you find these jobs? Here's your chance to transform a passive job search into a proactive one. Learn how to maximize personal attitude, informational interviews, networking and social media.

**Every Thursday**  
2:00 pm - 5:00 pm

### **CV Writing 1**

Learn the techniques to effective and strategic CV and cover letter writing.

**Every Monday**  
2:00 pm - 5:00 pm

### **CV Writing 2**

Enhance your CV and cover letter with the help of our job search specialists. Learn how to highlight your qualifications, skills and achievements to target specific job requirements. You must bring your CV or CV in progress to this workshop.  
Prerequisite: CV Writing 1

**Tuesdays**  
(check calendar for dates)  
9:30 am - 12:00 pm

### **Interview Skills 1**

Using both theory and practice, learn how to acquire confidence, articulate the unique way you will bring added value to an employer, and successfully prepare for upcoming interviews.  
Upon completion, Interview Skills 2 is strongly recommended.

**Wednesdays**  
(check calendar for dates)  
9:30 am - 12:00 pm

### **Interview Skills 2**

Put what you learned in Interview Skills 1 to the test and participate in a mock interview. Receive feedback and analysis that will bring your delivery to a whole new level.  
Prerequisite: Interview Skills 1. Participants are asked to bring a copy of their CV and come dressed for an interview.



**Every Wednesday**  
2:00 pm - 5:00 pm

## Looking for a Job?...Get LinkedIn!

80% of employers use LinkedIn to recruit. Learn more about this powerful employment tool and how to use it to your advantage.

**Wednesdays**  
(check calendar for dates)  
9:30 am - 12:00 pm

## Personal Branding

This dynamic seminar guides participants towards self-discovery, helping you identify and articulate transferable skills, values and competencies to employers. Clarify your niche in the job market!

**January 2013**  
winter session  
**September 2013**  
fall session

## Transitions

This program offers life skills and employability workshops to help you move closer to your work-related goals. It offers support and guidance to improve your:

- Confidence level
- Stress management skills
- Problem solving skills
- Social skills
- Basic computer skills
- Job search strategies

Information and registration:  
Barbara Dunnigan  
514.342.0000 ext. 3422  
barbara.dunnigan@ometz.ca

**Every Tuesday**  
2:00 pm - 5:00 pm

## Trends and Tools for the Montreal Job Market

Learn the current job market and industry trends. Do you have the necessary competencies, skills and education to reach your goals? Are your salary expectations in line with this job market? Using online resources, this workshop will allow you to customize your job search.

Learn how to improve your Internet job search skills through useful "Web Search Tips & Techniques".

**Wednesdays**  
(check calendar for dates)  
5:00 pm - 6:30 pm

## YourSpace

We turn our computer lab over to you! Come and conduct your job search at Ometz. Learn new programs. Test yourself in various software. Work on your CV and your LinkedIn account. And much more... You must register in order to reserve a computer.

**Every Friday**  
9:00 am - 1:30 pm

## Ometz West Island

Look out for our upcoming Ometz West Island Workshop, "Using social media to promote yourself, your business and your job search"

March 5th 2013  
7:30 – 9:00 PM

Hampton Inn  
1900 Trans-Canada Highway

Cost: \$10

INFO: 514-342-0000 ext. 3423  
brenda.rodier@ometz.ca

## Career Advising and Testing

Whether you are exploring education programs or changing careers, our Career Advisor will guide you through this process. Through a variety of leading psychometric assessments, discussion and job market research, you will gain an understanding of your:

- **Career interests and values**
- **Education and training programs that will help you reach your career goals**
- **Your Career choices and where they fit in the Montreal job market.**

INFO: 514-342-0000 ext. 3407  
Eva.sokol@ometz.ca

## Corporate Training Services

Ometz offers customized workshops to meet specialized business needs, either on premise or off-site:

- Microsoft Office
- Communication Skills
- Computer Training
- Customer Service
- Interpersonal Skills
- Managing Multiple Priorities
- Personal Branding
- Presentation Skills
- Social Media

INFO: 514.342-0000 ext. 3309  
corporatetraining@ometz.ca

## Ometz Immigration Services

With over 80 years of experience and accredited immigration professionals on staff, Ometz Immigration Services can guide you through the application process to:

- **Sponsor your spouse's or common-law partner's application for residency**
- **Apply for a work permit / student permit**

INFO: 514.342.0000 ext. 3405  
olga.davydova@ometz.ca

Monday	Tuesday	Wednesday
	1	2
CV Writing 2 2 pm - 5 pm	7 Accessing the Hidden Job Market 9:30 am - 12 pm  Trends and Tools for the Montreal Job Market 2 pm - 5 pm  English Conversation Club (Beginners/ Intermediate) 3 pm - 5 pm	8 Personal Branding 9:30 am - 12 pm  Looking for a Job? Get LinkedIn! 2 pm - 5 pm  YourSpace 5 pm - 6:30 pm
CV Writing 2 2 pm - 5 pm  French Conversation Club 6 pm - 8 pm	14 Interview Skills 1 9:30 am -12 pm  Trends and Tools for the Montreal Job Market 2 pm - 5 pm  English Conversation Club (Beginners/ Intermediate) 3 pm - 5 pm  Ometz Knitting Club 1 pm - 3 pm	15 Looking for a Job? Get LinkedIn! 2 pm - 5 pm  YourSpace 5 pm - 6:30 pm  English Conversation Club (Intermediate/Advanced) 6 pm - 8 pm
CV Writing 2 2 pm - 5 pm  French Conversation Club 6 pm - 8 pm  French Beginners 2 5 pm - 7 pm  French Intermediate 1 7 pm - 9 pm	21 Word 1 9 am - 12 pm Accessing the Hidden Job Market 9:30 am - 12 pm Trends and Tools for the Montreal Job Market 2 pm - 5 pm English Conversation Club (Beginners/ Intermediate) 3 pm - 5 pm Ometz Knitting Club 1 pm - 3 pm	22 Word 1 9 am - 12 pm Looking for a Job? Get LinkedIn! 2 pm - 5 pm YourSpace 5 pm - 6:30 pm English Conversation Club (Intermediate/Advanced) 6 pm - 8 pm French Beginners 2 5 pm - 7 pm French Intermediate 1 7 pm - 9 pm Invest in Your Family's Future 6 pm - 8pm
CV Writing 2 2 pm - 5 pm  French Conversation Club 6 pm - 8 pm	28 Trends and Tools for the Montreal Job Market 2 pm - 5 pm  English Conversation Club (Intermediate/Advanced) 6 pm - 8 pm  Ometz Knitting Club 1 pm - 3 pm	29 Interview Skills 2 9:30 am - 12 pm Looking for a Job? Get LinkedIn! 2 pm - 5 pm  YourSpace 5 pm - 6:30 pm  English Conversation Club (Intermediate/Advanced) 6 pm - 8 pm

# January

Thursday	Friday	Saturday	Sunday
3	4	5	6
CV Writing 1 2 pm - 5 pm	YourSpace 9:00 am - 1:30 pm	12	13
CV Writing 1 2 pm - 5 pm	YourSpace 9 am - 1:30 pm	19	English For Kids 10 am - 12 pm
Word 1 9 am - 12 pm CV Writing 1 2 pm - 5 pm Conversation téléphonique en français orientation session 6 pm - 8 pm	YourSpace 9 am - 1:30 pm	26	A Day at Mont-Royal 11 am - 2 pm
CV Writing 1 2 pm - 5 pm	31		

Monday	Tuesday	Wednesday			
CV Writing 2 2 pm - 5 pm	4	Interview Skills 1 9:30 am - 12 pm Trends and Tools for the Montreal Job Market 2 pm - 5 pm English Conversation Club (Beginners/ Intermediate) 3 pm - 5 pm Ometz Knitting Club 1 pm - 3 pm Introduction to Financial Accounting 5:30 pm - 8:30 pm	5	Personal Branding 9:30 am - 12 pm Looking for a Job? Get LinkedIn! 2 pm - 5 pm YourSpace 5 pm - 6:30 pm English Conversation Club (Intermediate/Advanced) 6 pm - 8 pm	6
CV Writing 2 2 pm - 5 pm  French Conversation Club 6 pm - 8 pm	11	PowerPoint 9 am - 12 pm Accessing the Hidden Job Market 9:30 am - 12 pm Trends and Tools for the Montreal Job Market 2 pm - 5 pm English Conversation Club (Beginners/ Intermediate) 3 pm - 5 pm Ometz Knitting Club 1 pm - 3 pm Introduction to Financial Accounting 5:30 pm - 8:30 pm	12	PowerPoint 9 am - 12 pm Interview Skills 2 9:30 am - 12 pm Looking for a Job? Get LinkedIn! 2 pm - 5 pm Blogging 5:30 pm - 7:30 pm English Conversation Club (Intermediate/Advanced) 6 pm - 8 pm Protecting You and Your Family 6 pm - 8 pm	13
CV Writing 2 2 pm - 5 pm  French Conversation Club 6 pm - 8 pm	18	Word 1 9 am - 12 pm Trends and Tools for the Montreal Job Market 2 pm - 5 pm English Conversation Club (Beginners/ Intermediate) 3 pm - 5 pm Ometz Knitting Club 1 pm - 3 pm Introduction to Financial Accounting 5:30 pm - 8:30 pm	19	Word 1 9 am - 12 pm Looking for a Job? Get LinkedIn! 2 pm - 5 pm English Conversation Club (Intermediate/Advanced) 6 pm - 8 pm Online Image Management 5:30 pm - 7:30 pm	20
CV Writing 2 2 pm - 5 pm  French Conversation Club 6 pm - 8 pm	25	Excel 1 9 am - 12 pm Trends and Tools for the Montreal Job Market 2 pm - 5 pm Interview Skills 1 9:30 am - 12 pm English Conversation Club (Intermediate/Advanced) 6 pm - 8 pm Introduction to Financial Accounting 5:30 pm - 8:30 pm	26	Excel 1 9 am - 12 pm Interview Skills 2 9:30 am - 12 pm Looking for a Job? Get LinkedIn! 2 pm - 5 pm YourSpace 5 pm - 6:30 pm English Conversation Club (Intermediate/Advanced) 6 pm - 8 pm Women's Club Eating Healthy on a Budget - Session 2 6 pm - 8 pm	27



# February

	Thursday	Friday	Saturday	Sunday
		1 YourSpace 9 am - 1:30 pm	2	3
CV Writing 1 2 pm - 5 pm	7	8 YourSpace 9 am - 1:30 pm	9	10 Quebec Winter Carnival 8 am - 8 pm
PowerPoint 9 am - 12 pm  CV Writing 1 2 pm - 5 pm  YourSpace 5 pm - 6:30 pm	14	15 YourSpace 9 am - 1:30 pm	16	17
Word 1 9 am - 12 pm  CV Writing 1 2 pm - 5 pm  YourSpace 5 pm - 6:30 pm	21	22 YourSpace 9 am - 1:30 pm	23	24
Excel 1 9 am - 12 pm  CV Writing 1 2 pm - 5 pm	28			

Monday	Tuesday	Wednesday
<b>CV Writing 2</b> 2 pm - 5 pm  <b>French Conversation Club</b> 6 pm - 8 pm	<b>Accessing the Hidden Job Market</b> 9:30 am - 12 pm <b>Trends and Tools for the Montreal Job Market</b> 2 pm - 5 pm <b>English Conversation Club (Beginners/ Intermediate)</b> 3 pm - 5 pm <b>Ometz Knitting Club</b> 1 pm - 3 pm <b>Introduction to Financial Accounting</b> 5:30 pm - 8:30 pm	<b>Personal Branding</b> 9:30 am - 12 pm <b>Looking for a Job? Get LinkedIn!</b> 2 pm - 5 pm <b>English Conversation Club (Intermediate/Advanced)</b> 6 pm - 8 pm <b>YourSpace</b> 5 pm - 6:30 pm <b>The Quebec Tax System</b> 6 pm - 8 pm
<b>CV Writing 2</b> 2 pm - 5 pm  <b>French Conversation Club</b> 6 pm - 8 pm	<b>Word 1</b> 9 am - 12 pm <b>Trends and Tools for the Montreal Job Market</b> 2 pm - 5 pm <b>English Conversation Club (Beginners/ Intermediate)</b> 3 pm - 5 pm <b>Ometz Knitting Club</b> 1 pm - 3 pm <b>Introduction to Financial Accounting</b> 5:30 pm - 8:30 pm	<b>Word 1</b> 9 am - 12 pm <b>Interview Skills 2</b> 9:30 am - 12 pm <b>Looking for a Job? Get LinkedIn!</b> 2 pm - 5 pm <b>YourSpace</b> 5 pm - 6:30 pm <b>English Conversation Club (Intermediate/Advanced)</b> 6 pm - 8 pm <b>French Intermediate 2</b> 7 pm - 9 pm
<b>CV Writing 2</b> 2 pm - 5 pm  <b>French Conversation Club</b> 6 pm - 8 pm	<b>Excel 1</b> 9 am - 12 pm <b>Interview Skills 1</b> 9:30 am - 12 pm <b>Trends and Tools for the Montreal Job Market</b> 2 pm - 5 pm <b>English Conversation Club (Beginners/ Intermediate)</b> 3 pm - 5 pm <b>Ometz Knitting Club</b> 1 pm - 3 pm <b>Introduction to Financial Accounting</b> 5:30 pm - 8:30 pm	<b>Excel 1</b> 9 am - 12 pm <b>Looking for a Job? Get LinkedIn!</b> 2 pm - 5 pm <b>YourSpace</b> 5 pm - 6:30 pm <b>English Conversation Club (Intermediate/Advanced)</b> 6 pm - 8 pm
<b>EREV PESACH</b> CLOSE 2 PM	<b>PESACH 1</b> CLOSED	<b>PESACH 2</b> CLOSED

# March

Thursday	Friday	Saturday	Sunday
	1 YourSpace 9 am - 1:30 pm	2	3
CV Writing 1 2 pm - 5 pm	7 YourSpace 9 am - 1:30 pm	8	9
Word 1 9 am - 12 pm CV Writing 1 2 pm - 5 pm	14 YourSpace 9 am - 1:30 pm	15	16
Excel 1 9 am - 12 pm CV Writing 1 2 pm - 5 pm	21 YourSpace 9 am - 1:30 pm	22	23
CV Writing 1 2 pm - 5 pm	28 GOOD FRIDAY	29	30
			31

Monday	Tuesday	Wednesday
<p><b>1</b></p> <p>CLOSED PESACH EASTER MONDAY</p>	<p><b>2</b></p> <p>CLOSED PESACH</p>	<p><b>3</b></p> <p>Personal Branding 9:30 am - 12 pm</p> <p>Looking for a Job? Get LinkedIn! 2 pm - 5 pm</p> <p>YourSpace 5 pm - 6:30 pm</p>
<p><b>8</b></p> <p>CV Writing 2 2 pm - 5 pm</p> <p>French Conversation Club 6 pm - 8 pm</p>	<p><b>9</b></p> <p>Word 2 9 am - 12 pm Accessing the Hidden Job Market 9:30 am - 12 pm Trends and Tools for the Montreal Job Market 2 pm - 5 pm English Conversation Club (Beginners/ Intermediate) 3 pm - 5 pm Ometz Knitting Club 1 pm - 3 pm</p>	<p><b>10</b></p> <p>Word 2 9 am - 12 pm Interview Skills 2 9:30 am - 12 pm Looking for a Job? Get LinkedIn! 2pm - 5 pm YourSpace 5 pm - 6:30 pm English Conversation Club (Intermediate/Advanced) 6 pm - 8 pm</p>
<p><b>15</b></p> <p>CV Writing 2 2 pm - 5 pm French Conversation Club 6 pm - 8 pm French Intermediate 1 5 pm - 7 pm French Intermediate 2 7 pm - 9 pm</p>	<p><b>16</b></p> <p>Interview Skills 1 9:30 am - 12 pm Trends and Tools for the Montreal Job Market 2 pm - 5 pm English Conversation Club (Beginners/ Intermediate) 3 pm - 5 pm Ometz Knitting Club 1 pm - 3 pm Excel 1 5:30 pm - 8:30 pm</p>	<p><b>17</b></p> <p>Looking for a Job? Get LinkedIn! 2pm - 5 pm YourSpace 5 pm - 6:30 pm French Intermediate 1 5 pm - 7 pm French Intermediate 2 7 pm - 9 pm English Discussion Group 7 pm - 9 pm</p>
<p><b>22</b></p> <p>CV Writing 2 2 pm - 5 pm French Conversation Club 6 pm - 8 pm</p>	<p><b>23</b></p> <p>Excel 2 9 am - 12 pm Accessing the Hidden Job Market 9:30 am - 12 pm Trends and Tools for the Montreal Job Market 2 pm - 5 pm English Conversation Club (Beginners/ Intermediate) 3 pm - 5 pm Ometz Knitting Club 1 pm - 3 pm Excel 1 5:30 pm - 8:30 pm</p>	<p><b>24</b></p> <p>Excel 2 9 am - 12 pm Interview Skills 2 9:30 am - 12 pm Looking for a Job? Get LinkedIn! 2pm - 5 pm YourSpace 5 pm - 6:30 pm English Conversation Club (Intermediate/Advanced) 6 pm - 8 pm Women's Club Sushi- It's Easy 6 pm - 8 pm</p>
<p><b>29</b></p> <p>CV Writing 2 2 pm - 5 pm French Conversation Club 6 pm - 8 pm</p>	<p><b>30</b></p> <p>Trends and Tools for the Montreal Job Market 2 pm - 5 pm English Conversation Club (Beginners/ Intermediate) 3 pm - 5 pm Ometz Knitting Club 1 pm - 3 pm Excel 1 5:30 pm - 8:30 pm</p>	

# April

	Thursday	Friday	Saturday	Sunday
CV Writing 1 2 pm - 5 pm	4	YourSpace 9 am - 1:30 pm	5	6 English for Kids 10 am - 12 pm
Word 2 9 am - 12 pm  CV Writing 1 2 pm - 5 pm	8	YourSpace 9 am - 1:30 pm	9	13 English for Kids 10 am - 12 pm
CV Writing 1 2 pm - 5 pm	18	YourSpace 9 am - 1:30 pm	19	20 21
Excel 2 9 am - 12 pm  CV Writing 1 2 pm - 5 pm	25	YourSpace 9 am - 1:30 pm	26	27 28

Monday	Tuesday	Wednesday
		<b>1</b> Personal Branding 9:30 am - 12 pm  Looking for a Job? Get LinkedIn! 2pm - 5 pm  YourSpace 5 pm - 6:30 pm
<b>6</b> CV Writing 2 2 pm - 5 pm  French Conversation Club 6 pm - 8 pm	<b>7</b> Interview Skills 1 9:30 am - 12 pm Trends and Tools for the Montreal Job Market 2 pm - 5 pm  English Conversation Club (Beginners/ Intermediate) 3 pm - 5 pm Ometz Knitting Club 1 pm - 3 pm Simply Accounting 5:30 pm - 8:30 pm	<b>8</b> Interview Skills 2 9:30 am - 12 pm Looking for a Job? Get LinkedIn! 2pm - 5 pm YourSpace 5 pm - 6:30 pm English Conversation Club (Intermediate/Advanced) 6 pm - 8 pm Women's Club Be Beautiful 6 pm - 8 pm
<b>13</b> CV Writing 2 2 pm - 5 pm  French Conversation Club 6 pm - 8 pm	<b>14</b> Accessing the Hidden Job Market 9:30 am - 12 pm  SHAVUOT CLOSING 2 PM	<b>15</b> SHAVUOT CLOSED
<b>20</b> VICTORIA DAY CLOSED	<b>21</b> Interview Skills 1 9:30 am - 12 pm Trends and Tools for the Montreal Job Market 2 pm - 5 pm  English Conversation Club (Beginners/ Intermediate) 3 pm - 5 pm Ometz Knitting Club 1 pm - 3 pm Simply Accounting 5:30 pm - 8:30 pm	<b>22</b> Looking for a Job? Get LinkedIn! 2pm - 5 pm  YourSpace 5 pm - 6:30 pm  Canadian Citizenship 6 pm - 8 pm
<b>27</b> CV Writing 2 2 pm - 5 pm  French Conversation Club 6 pm - 8 pm	<b>28</b> QuickBooks 9 am - 12 pm Accessing the Hidden Job Market 9:30 am - 12 pm Trends and Tools for the Montreal Job Market 2 pm - 5 pm English Conversation Club (Beginners/ Intermediate) 3 pm - 5 pm Ometz Knitting Club 1 pm - 3 pm Simply Accounting 5:30 pm - 8:30 pm	<b>29</b> QuickBooks 9 am - 12 pm Interview Skills 2 9:30 am - 12 pm Looking for a Job? Get LinkedIn! 2pm - 5 pm YourSpace 5 pm - 6:30 pm English Conversation Club (Intermediate/Advanced) 6 pm - 8 pm

# May

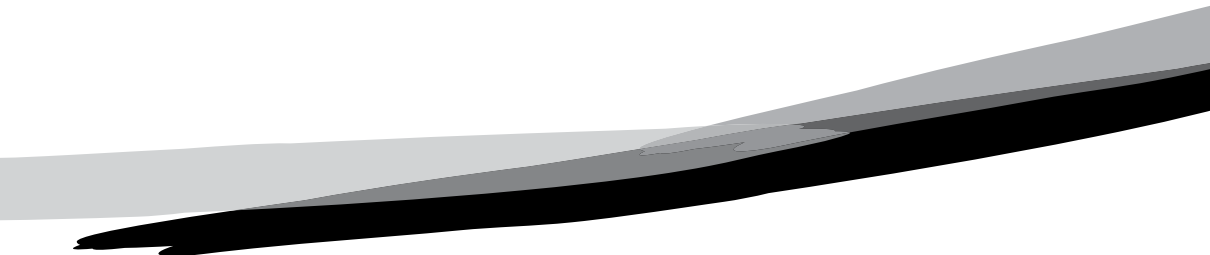
	Thursday	Friday	Saturday	Sunday
CV Writing 1 2 pm - 5 pm	2	YourSpace 9 am - 1:30 pm	3	4
CV Writing 1 2 pm - 5 pm	9	YourSpace 9 am - 1:30 pm	10	11
Ottawa Tulip Festival 9 am - 8 pm				12
SHAVUOT CLOSED	16	YourSpace 9 am - 1:30 pm	17	18
CV Writing 1 2 pm - 5 pm	23	YourSpace 9 am - 1:30 pm	24	25
CV Writing 1 2 pm - 5 pm	30	YourSpace 9 am - 1:30 pm	31	26
QuickBooks 9 am - 12 pm				
CV Writing 1 2 pm - 5 pm				

Monday	Tuesday	Wednesday
<b>CV Writing 2</b> 2 pm - 5 pm  <b>French Conversation Club</b> 6 pm - 8 pm	<b>QuickBooks</b> 9 am - 12 pm <b>Interview Skills 1</b> 9:30 am - 12 pm <b>Trends and Tools for the Montreal Job Market</b> 2 pm - 5 pm <b>English Conversation Club (Beginners/ Intermediate)</b> 3 pm - 5 pm <b>Ometz Knitting Club</b> 1 pm - 3 pm <b>Simply Accounting</b> 5:30 pm - 8:30 pm	<b>QuickBooks</b> 9 am - 12 pm <b>Personal Branding</b> 9:30 am - 12 pm <b>Looking for a Job? Get LinkedIn!</b> 2pm - 5 pm <b>YourSpace</b> 5 pm - 6:30 pm <b>English Conversation Club (Intermediate/Advanced)</b> 6 pm - 8 pm
<b>CV Writing 2</b> 2 pm - 5 pm  <b>French Conversation Club</b> 6 pm - 8 pm	<b>Trends and Tools for the Montreal Job Market</b> 2 pm - 5 pm  <b>English Conversation Club (Beginners/ Intermediate)</b> 3 pm - 5 pm  <b>Ometz Knitting Club</b> 1 pm - 3 pm  <b>Simply Accounting</b> 5:30 pm - 8:30 pm	<b>Interview Skills 2</b> 9:30 am - 12 pm  <b>Looking for a Job? Get LinkedIn!</b> 2pm - 5 pm  <b>YourSpace</b> 5 pm - 6:30 pm  <b>English Conversation Club (Intermediate/Advanced)</b> 6 pm - 8 pm
<b>CV Writing 2</b> 2 pm - 5 pm  <b>French Conversation Club</b> 6 pm - 8 pm	<b>Accessing the Hidden Job Market</b> 9:30 am - 12 pm <b>Trends and Tools for the Montreal Job Market</b> 2 pm - 5 pm <b>English Conversation Club (Beginners/ Intermediate)</b> 3 pm - 5 pm <b>Ometz Knitting Club</b> 1 pm - 3 pm <b>Simply Accounting</b> 5:30 pm - 8:30 pm	<b>Looking for a Job? Get LinkedIn!</b> 2pm - 5 pm  <b>YourSpace</b> 5 pm - 6:30 pm  <b>English Conversation Club (Intermediate/Advanced)</b> 6 pm - 8 pm
<b>CLOSED</b> <b>LA FÊTE NATIONALE DU QUÉBEC</b>	<b>Interview Skills 1</b> 9:30 am - 12 pm  <b>Trends and Tools for the Montreal Job Market</b> 2 pm - 5 pm  <b>Simply Accounting</b> 5:30 pm - 8:30 pm	<b>Interview Skills 2</b> 9:30 am - 12 pm  <b>Looking for a Job? Get LinkedIn!</b> 2pm - 5 pm  <b>YourSpace</b> 5 pm - 6:30 pm



# June

Thursday	Friday	Saturday	Sunday
		1	2 Quebec City 8 am - 8 pm
CV Writing 1 2 pm - 5 pm  QuickBooks 9 am - 12 pm	6  YourSpace 9 am - 1:30 pm	7  8	9
CV Writing 1 2 pm - 5 pm	13  YourSpace 9 am - 1:30 pm	14  15	16
CV Writing 1 2 pm - 5 pm	20  YourSpace 9 am - 1:30 pm	21  22	23 Tour de Montréal 10 am - 2 pm
CV Writing 1 2 pm - 5 pm	27  YourSpace 9 am - 1:30 pm	28  29	30



Monday	Tuesday	Wednesday
<p style="text-align: right;"><b>1</b></p> <p>CV Writing 2 2 pm - 5 pm</p> <p>French Conversation Club 6 pm - 8 pm</p>	<p style="text-align: right;"><b>2</b></p> <p>Accessing the Hidden Job Market 9:30 am - 12 pm</p> <p>Trends and Tools for the Montreal Job Market 2 pm - 5 pm</p>	<p style="text-align: right;"><b>3</b></p> <p>Personal Branding 9:30 am - 12 pm</p> <p>Looking for a Job? Get LinkedIn! 2pm - 5 pm</p> <p>YourSpace 5 pm - 6:30 pm</p>
<p style="text-align: right;"><b>8</b></p> <p>CV Writing 2 2 pm - 5 pm</p> <p>French Conversation Club 6 pm - 8 pm</p>	<p style="text-align: right;"><b>9</b></p> <p>Interview Skills 1 9:30 am - 12 pm</p> <p>Trends and Tools for the Montreal Job Market 2 pm - 5 pm</p>	<p style="text-align: right;"><b>10</b></p> <p>Interview Skills 2 9:30 am - 12 pm</p> <p>Looking for a Job? Get LinkedIn! 2pm - 5 pm</p> <p>YourSpace 5 pm - 6:30 pm</p>
<p style="text-align: right;"><b>15</b></p> <p>CV Writing 2 2 pm - 5 pm</p> <p>French Conversation Club 6 pm - 8 pm</p>	<p style="text-align: right;"><b>16</b></p> <p>Accessing the Hidden Job Market 9:30 am - 12 pm</p> <p>Trends and Tools for the Montreal Job Market 2 pm - 5 pm</p>	<p style="text-align: right;"><b>17</b></p> <p>Looking for a Job? Get LinkedIn! 2pm - 5 pm</p> <p>YourSpace 5 pm - 6:30 pm</p>
<p style="text-align: right;"><b>22</b></p>	<p style="text-align: right;"><b>23</b></p>	<p style="text-align: right;"><b>24</b></p>
<p style="text-align: right;"><b>27</b></p>	<p style="text-align: right;"><b>28</b></p>	<p style="text-align: right;"><b>31</b></p>

# July

	Thursday		Friday	Saturday	Sunday
CV Writing 1 2 pm - 5 pm	4	YourSpace 9 am - 1:30 pm	5	6	7
CV Writing 1 2 pm - 5 pm	11	YourSpace 9 am - 1:30 pm	12	13	14
CV Writing 1 2 pm - 5 pm	18	YourSpace 9 am - 1:30 pm	19	20	21
	25		26	27	28

# NOTES

