



Volume X Winter/Spring 2012

The **o**genda

An Ometz guide
to activities and training programs

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The Ogenda is published twice a year by Ometz, a non-profit, community-based, human services agency offering a range of employment, immigration and social services.

The Ogenda is an overview of the activities and training programs provided 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, no matter the need or the client.

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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 cancellation, course fees are fully refunded.

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

We thank our partners for their financial support:



Immigration
et Communautés
culturelles

Québec

Emploi

Québec

Secrétariat
du Conseil du trésor

Québec

WORKSHOPS FOR JOB SEEKERS

Information:

Melanie Perez, 514.342.000 ext. 3029
info@ometz.ca

Registration:

www.ometz.ca

Registration is required.

Guided Career Exploration

Through career assessments, discover how your interests, personality and values can help define your career objectives.

Dates: Mondays

(check calendar for dates)

Time: 9:30 am - 12:30 pm

Are You LinkedIn?

80% of employers are using LinkedIn to recruit.

Are you LinkedIn?

Dates: Every Wednesday

Time: 2:00 pm - 5:00 pm

Montreal Labour Market

Learn the current trends and find out which industries are driving this job market. Explore which occupations are in demand and if your salary expectations jive with the market. With the use of online resources, the information is just a click away!

Dates: Every Tuesday

Time: 2:00 pm - 5:00 pm

CV Writing I

Learn the techniques of effective and strategic CV and cover letter writing. Upon completion, CV Writing 2 is strongly recommended.

Dates: Every Thursday

Time: 2:00 pm - 5:00 pm

CV Writing 2

A practical hands-on workshop. Polish your CV and cover letter with the help of our coaches.

Dates: Every Monday

Time: 2:00 pm - 5:00 pm

YourSpace

We turn our computer lab over to you! Come and conduct your job search at Ometz.

Dates: Every Wednesday

Time: 5:00 pm - 8:00 pm

Dates: Every Friday

Time: 10:30 am - 2:30 pm

Web Search Tips & Techniques

Improve your Internet job search skills.

Dates: Every Friday

Time: 9:30 am - 10:30 am

Interview Skills 1

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

Upon completion, Interview Skills 2 is strongly recommended.

Dates: Tuesdays

(check calendar for dates)

Time: 9:30 am - 12:00 pm



WORKSHOPS FOR JOB SEEKERS

Information:

Melanie Perez, 514.342.000 ext. 3029
info@ometz.ca

Registration:

www.ometz.ca



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.

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

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 understanding the value of social networking.

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

Personal Branding for the Job Market

This dynamic seminar guides participants towards self-discovery, helping you identify transferable skills and competencies as well as your niche in the job market.

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

À l'action

Out of the job market for a while and need to work on a career plan?

Do you have a lot of work experience but can no longer work in your field?

Are you new to Canada, and could use some assistance transferring your skills and experience to this job market?

À l'action is a free seven-week action planning program funded by Emploi-Québec.

It offers:

- Career assessments and evaluations
- One week intensive computer skills course
- CV writing, interview and job search techniques
- Goal setting and action planning

Dates: Mondays - Thursdays
February 13 - March 30
Time: 9:00 am - 3:00 pm
Cost: Free

Information and registration:

Laura Guerschanik
laura.guerschanik@ometz.ca
514.342.0000 ext. 3470

WORKSHOPS FOR JOB SEEKERS

Information:

Melanie Perez, 514.342.000 ext. 3029
info@ometz.ca

Registration:

www.ometz.ca

Transitions

A program offering support and guidance to individuals who want to develop skills in:

- Confidence building
- Stress management
- Problem solving
- Socialization
- Basic computer programs
- Job search strategies

Transitions offers life skills and employability workshops in order to help you move closer to your work-related goals.

Information and registration:

Barbara Dunnigan
barbara.dunnigan@ometz.ca
514.342.0000 ext. 3422



CAREER TRAINING

Information and registration:

Karine Cinq-Mars 514.342.0000 ext. 3498
karine.cinq-mars@ometz.ca

Registration is required.

Companion for Seniors

Receive your certification as a companion for seniors.

Training modules are led by professionals and include:

- Mental and physical health
- Working with frail seniors
- Dealing with family dynamics
- Communication skills
- Job search techniques
- 10-week supervised field placement
- CPR Certificate from Heart and Stroke Foundation

- PDSB Certificate from ASSTSAS
- Alzheimer's Care Certificate from Alzheimer Society of Canada

Our training partners:

- CSSS Cavendish
- Cummings Jewish Centre for Seniors

Dates: Mondays – Thursdays

February 6 – June 14

18-week session

Time: 10:00 am – 2:30 pm

Cost: \$399

COMPUTER TRAINING

Information:

Norm Bazar, 514.342.0000 ext. 6417
norm.bazar@ometz.ca

Registration:

www.ometz.ca

Registration is required.

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 Windows
Upon completion, Word 2 is strongly recommended.

Dates: January 24, 25 and 26

Three 3-hour mornings

Time: 9:00 am - 12:00 pm

Cost: \$125

Next sessions:

March 13, 14, and 15

May 15, 16, and 17

Word 2

Learn 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

Dates: June 19, 20 and 21

Three 3-hour mornings

Time: 9:00 am - 12:00 pm

Cost: \$125

QuickBooks

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

Dates: May 1, 2, 3, 8, 9 and 10

Six 3-hour mornings

Time: 9:00 am - 12:00 pm

Cost: \$299

Excel 1

Learn how to develop, edit and format basic worksheets and charts, and create formulas.
Prerequisite: Basic understanding of Windows
Upon completion, Excel 2 is strongly recommended.

Dates: January 31, February 1 and 2

Three 3-hour mornings

Time: 9:00 am - 12:00 pm

Cost: \$125

Next sessions:

March 27, 28 and 29

May 29, 30 and 31

Excel 2

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

Prerequisite: Excel 1 or knowledge of Excel 2007/2010

Dates: June 5, 6 and 7

Three 3-hour mornings

Time: 9:00 am - 12:00 pm

Cost: \$125

PowerPoint / Presentation Skills

Learn how to take your presentations to the next level in an engaging and professional manner.

Morning 1: Advanced PowerPoint techniques

Morning 2: Learn the secrets to delivering outstanding presentations

Dates: February 7 and 8

Two 3-hour mornings

Time: 9:00 am - 12:00 pm

Cost: \$125



LANGUAGE PROGRAMS

Information:

Kate Oursegova, 514.342.0000 ext. 3457
ekaterina.oursegova@ometz.ca

Registration:

www.ometz.ca

Registration is required.

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

French Beginner

Dates:

Mondays and Wednesdays

January 16 - March 7

8-week session

Time: 7:00 pm - 9:00 pm

Cost for newcomers*: \$99

Cost for general public: \$135

French Intermediate

Dates:

Mondays and Wednesdays

January 16 - March 7

8-week session

Time: 5:00 pm - 7:00 pm

Cost for newcomers*: \$99

Cost for general public: \$135

French Conversation

Club

(Intermediate/Advanced)

This is an opportunity to speak and improve your French in a fun, informal setting through discussions on various topics.

Dates: Mondays

January 9 - March 26

Time: 6:00 pm - 8:00 pm

Cost for newcomers*: Free

Cost for general public: \$30

Conversation téléphonique en français

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

Dates: February 2 - April 5

Cost for newcomers*: Free

Cost for general public: \$30

Orientation session:

Date: Thursday, February 2

Time: 7:00 pm - 8:00 pm

English Discussion Group

Speak English in a fun, informal setting. Articles, role-playing, discussions and music are effective tools to increase vocabulary, fluency and confidence.

Intermediate/Advanced levels
(informal approach)

Dates: Thursdays

January 12 - March 29

Time: 6:00 pm - 8:00 pm

Cost for newcomers*: Free

Cost for general public: \$30

Intermediate level (structured approach)

Dates: Tuesdays

January 10 - March 27

Time: 3:00 pm - 5:00 pm

Cost for newcomers*: Free

Cost for general public: \$30



NEWCOMER INTEGRATION ACTIVITIES

Information and registration:

Kate Oursegova, 514.342.0000 ext. 3457

ekaterina.oursegova@ometz.ca

Information Sessions

Quebec Tax System

All adults over 18, who are Canadian, residents, or here on a work permit, must submit income tax declarations to both federal and provincial governments.

Ask questions and get answers. French, English and Russian sessions (based on sufficient demand).

Refreshments will be provided.

Date: Wednesday, January 25

Time: 6:00 pm - 8:00 pm

Cost: Free

First-Time Home Buyers

Are you thinking about buying a house or condo? Learn the facts you need to know.

Topics to be discussed:

- Where to look
- Finding the right real estate agent and notary
- The role of a building inspector
- Obtaining a mortgage

French, English and Russian sessions (based on sufficient demand).

Refreshments will be provided.

Date: Wednesday, February 29

Time: 6:00 pm - 8:00 pm

Cost: Free

Invest in your Family's Future

Learn about tools and strategies to help you plan for your children's education, buying a house, and saving for retirement. French, English and Russian sessions (based on sufficient demand).

Refreshments will be provided.

Date: Wednesday, April 18

Time: 6:00 pm - 8:00 pm

Cost: Free

Canadian Citizenship

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

Refreshments will be provided.

Date: Wednesday, May 16

Time: 6:00 pm - 8:00 pm

Cost: Free

Program for Children

English for Kids

(Beginner/Intermediate levels)

Your child speaks French...

Great! Why not give your child the opportunity to learn English as well? (Includes a Purim Party on March 11)

Dates: Sundays

January 22 - March 25

11-week session

Time: 10:00 am - 12:00 pm

Ages: 6 - 9

Cost: \$60

Programs for Young Adults

Join us on Facebook

Are you between 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

yael.soussana@ometz.ca

514.342.0000 ext. 3384



NEWCOMER INTEGRATION ACTIVITIES

Information and registration:

Kate Oursegova, 514.342.0000 ext. 3457

ekaterina.oursegova@ometz.ca

Women's Club

Sushi - It's Easy!

Want to try something new through a unique culinary experience? Have fun while learning a variety of recipes to recreate at home. Join us for a delicious, educational experience to celebrate International Women's Day!

Date: Wednesday, March 7

Time: 6:00 pm - 8:00 pm

Cost: \$10

Be Beautiful

Get ready to celebrate Mother's Day! Estheticians and cosmeticians will be on hand for an evening of beauty and skin care. You deserve it!

Refreshments and gift bags will be provided.

Date: Wednesday, May 2

Time: 6:00 pm - 8:00 pm

Cost: \$5

Ometz Knitting Club

Weekly gatherings for Beginner and experienced knitters and crocheters.

Dates: Every Wednesday

Time: 3:00 pm - 5:00 pm

Cost: Free

Day Trips

A Day at Mount-Royal

Skate, ski or just take a nice long walk in the fresh air with your family and friends. Experience winter sports in the centre of the city.

Date: Sunday, January 15

Time: 11:00 am - 2:00 pm

Cost: Free

(equipment rentals not included)

Quebec Winter Carnival

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

Date: Sunday, February 5

Time: 8:00 am - 8:00 pm

Cost: to be determined

Ottawa Tulip Festival

Tour Canada's capital city, the Canadian Museum of Civilization, Parliament and the famous Tulip Festival.

Date: Sunday, May 13

Time: 9:00 am - 8:00 pm

Cost: to be determined

Quebec City

Join us for a guided tour of Quebec City and Montmorency Falls.

Date: Sunday, June 3

Time: 8:00 am - 8:00 pm

Cost: to be determined

Tour de Montréal

Take a guided tour of Montreal, and explore the city's rich history and beautiful landmarks.

Date: Sunday, June 17

Time: 10:00 am - 2:00 pm

Cost: to be determined



WEST ISLAND

Information and registration:

Brenda Rodier, 514.290.2122

brenda.rodier@ometz.ca

Ometz offers programs and services to a diverse population on the West Island, ranging from families with young children to baby boomers and their older parents. Our educational workshops and events touch on a wide variety of topics, which are tailored for this growing and vibrant community.

Cell Phones, Sexting and Social Media: What Parents Need to Know About their Teens and Technology

Speaker: Dr. Alissa Sklar

Date: Monday, February 6

Time: 7:30 pm

Location: 96 Roger Pilon, DDO

Cost: Free

VOLUNTEER OPPORTUNITIES

Information:

Linda Mestel, 514.342.0000 ext. 3435

linda.mestel@ometz.ca

Expand your network and develop your skills by volunteering at Ometz. Professional training and ongoing support will be provided.

The following opportunities are available:

Mentorship

Build a relationship with a child or teen who would benefit from having a role model and confidante in their life.

Tutoring

Help a child, teen or young adult succeed in school, or provide assistance to an adult learning a new language.

Moderators

Help teens get anonymous support and guidance through TASSI (Teen Advice Support Suggestion and Information), a safe and confidential online environment.

www.tassi.ca

JEM Workshop

Spend some time at an adaptive work centre for members of the Jewish community who are motivated to work but unemployable on the mainstream job market due to physical, emotional or intellectual difficulties.

Fiscal Fitness

Provide individual or group budget counselling to help our clients get back on financial track.



NOTES



Monday	Tuesday	Wednesday
2	3	4
9	10	11
<p>Guided Career Exploration 9:30 am - 12:30 pm</p> <p>CV Writing 2 2:00 pm - 5:00 pm</p> <p>French Conversation Club 6:00 pm - 8:00 pm</p>	<p>Accessing the Hidden Job Market 9:30 am - 12:00 pm</p> <p>Montreal Labour Market 2:00 pm - 5:00 pm</p> <p>English Discussion Group 3:00 pm - 5:00 pm</p>	<p>Personal Branding for the Job Market 9:30 am - 12:00 pm</p> <p>Are you LinkedIn? 2:00 pm - 5:00 pm</p> <p>Ometz Knitting Club 3:00 pm - 5:00 pm</p> <p>YourSpace 5:00 pm - 8:00 pm</p>
16	17	18
<p>CV Writing 2 2:00 pm - 5:00 pm</p> <p>French Intermediate 5:00 pm - 7:00 pm</p> <p>French Conversation Club 6:00 pm - 8:00 pm</p> <p>French Beginner 7:00 pm - 9:00 pm</p>	<p>Interview Skills 1 9:30 am - 12:00 pm</p> <p>Montreal Labour Market 2:00 pm - 5:00 pm</p> <p>English Discussion Group 3:00 pm - 5:00 pm</p>	<p>Interview Skills 2 9:30 am - 12:00 pm</p> <p>Are you LinkedIn? 2:00 pm - 5:00 pm</p> <p>Ometz Knitting Club 3:00 pm - 5:00 pm</p> <p>YourSpace 5:00 pm - 8:00 pm</p> <p>French Intermediate 5:00 pm - 7:00 pm</p> <p>French Beginner 7:00 pm - 9:00 pm</p>
23	24	25
<p>Guided Career Exploration 9:30 am - 12:30 pm</p> <p>CV Writing 2 2:00 pm - 5:00 pm</p> <p>French Intermediate 5:00 pm - 7:00 pm</p> <p>French Conversation Club 6:00 pm - 8:00 pm</p> <p>French Beginner 7:00 pm - 9:00 pm</p>	<p>Word 1 9:00 am - 12:00 pm</p> <p>Accessing the Hidden Job Market 9:30 am - 12:00 pm</p> <p>Montreal Labour Market 2:00 pm - 5:00 pm</p> <p>English Discussion Group 3:00 pm - 5:00 pm</p>	<p>Word1 9:00 am - 12:00 pm</p> <p>Are you LinkedIn? 2:00 pm - 5:00 pm</p> <p>Ometz Knitting Club 3:00 pm - 5:00 pm</p> <p>YourSpace 5:00 pm - 8:00 pm</p> <p>French Intermediate 5:00 pm - 7:00 pm</p> <p>The Quebec Tax System 6:00 pm - 8:00 pm</p> <p>French Beginner 7:00 pm - 9:00 pm</p>
30	31	
<p>CV Writing 2 2:00 pm - 5:00 pm</p> <p>French Intermediate 5:00 pm - 7:00 pm</p> <p>French Conversation Club 6:00 pm - 8:00 pm</p> <p>French Beginner 7:00 pm - 9:00 pm</p>	<p>Excel 1 9:00 am - 12:00 pm</p> <p>Interview Skills 1 9:30 am - 12:00 pm</p> <p>Montreal Labour Market 2:00 pm - 5:00 pm</p> <p>English Discussion Group 3:00 pm - 5:00 pm</p>	

Thursday	Friday	Saturday	Sunday
5	6	7	8
		A Day at Mount-Royal 11:00 am - 2:00 pm	
12	13	14	15
CV Writing I 2:00 pm - 5:00 pm English Discussion Group 6:00 pm - 8:00 pm	Web Search Tips and Techniques 9:30 am - 10:30 am YourSpace 10:30 am - 2:30 pm	English for Kids 10:00 am - 12:00 pm	
19	20	21	22
CV Writing I 2:00 pm - 5:00 pm English Discussion Group 6:00 pm - 8:00 pm	Web Search Tips and Techniques 9:30 am - 10:30 am YourSpace 10:30 am - 2:30 pm	English for Kids 10:00 am - 12:00 pm	
26	27	28	29
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FEBRUARY 2012

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		1 Excel 1 9:00 am - 12:00 pm Interview Skills 2 9:30 am - 12:00 pm Are you LinkedIn? 2:00 pm - 5:00 pm Ometz Knitting Club 3:00 pm - 5:00 pm YourSpace 5:00 pm - 8:00 pm French Intermediate 5:00 pm - 7:00 pm French Beginner 7:00 pm - 9:00 pm
6 Guided Career Exploration 9:30 am - 12:30 pm CV Writing 2 2:00 pm - 5:00 pm French Intermediate 5:00 pm - 7:00 pm French Conversation Club 6:00 pm - 8:00 pm French Beginner 7:00 pm - 9:00 pm Cell Phones, Sexting and Social Media 7:30 pm	7 PowerPoint / Presentation Skills 9:00 am - 12:00 pm Accessing the Hidden Job Market 9:30 am - 12:00 pm Montreal Labour Market 2:00 pm - 5:00 pm English Discussion Group 3:00 pm - 5:00 pm	8 PowerPoint / Presentation Skills 9:00 am - 12:00 pm Personal Branding for the Job Market 9:30 am - 12:00 pm Are you LinkedIn? 2:00 pm - 5:00 pm Ometz Knitting Club 3:00 pm - 5:00 pm YourSpace 5:00 pm - 8:00 pm French Intermediate 5:00 pm - 7:00 pm French Beginner 7:00 pm - 9:00 pm
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<p>2</p> <p>Excel 1 9:00 am - 12:00 pm</p> <p>CV Writing I 2:00 pm - 5:00 pm</p> <p>English Discussion Group 6:00 pm - 8:00 pm</p> <p>Conversation téléphonique en français (Orientation Session) 7:00 pm - 8:00 pm</p>	<p>3</p> <p>Web Search Tips and Techniques 9:30 am - 10:30 am</p> <p>YourSpace 10:30 am - 2:30 pm</p>	<p>4 5</p> <p>Quebec Winter Carnival 8:00 am- 8:00 pm</p> <p>English for Kids 10:00 am - 12:00 pm</p>	
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CV Writing I 2:00 pm - 5:00 pm English Discussion Group 6:00 pm - 8:00 pm	Web Search Tips and Techniques 9:30 am - 10:30 am YourSpace 10:30 am - 2:30 pm	English for Kids 10:00 am - 12:00 pm	
15	16	17	18
Word 1 9:00 am - 12:00 pm CV Writing I 2:00 pm - 5:00 pm English Discussion Group 6:00 pm - 8:00 pm	Web Search Tips and Techniques 9:30 am - 10:30 am YourSpace 10:30 am - 2:30 pm	English for Kids 10:00 am - 12:00 pm	
22	23	24	25
CV Writing I 2:00 pm - 5:00 pm English Discussion Group 6:00 pm - 8:00 pm	Web Search Tips and Techniques 9:30 am - 10:30 am YourSpace 10:30 am - 2:30 pm	English for Kids 10:00 am - 12:00 pm	
29	30	31	
Excel 1 9:00 am - 12:00 pm CV Writing I 2:00 pm - 5:00 pm English Discussion Group 6:00 pm - 8:00 pm	Web Search Tips and Techniques 9:30 am - 10:30 am YourSpace 10:30 am - 2:30 pm		

Monday	Tuesday	Wednesday
2	3	4
<p>Guided Career Exploration 9:30 am - 12:30 pm</p> <p>CV Writing 2 2:00 pm - 5:00 pm</p>	<p>Accessing the Hidden Job Market 9:30 am - 12:00 pm</p> <p>Montreal Labour Market 2:00 pm - 5:00 pm</p>	<p>Personal Branding for the Job Market 9:30 am - 12:00 pm</p> <p>Are you LinkedIn? 2:00 pm - 5:00 pm</p> <p>Ometz Knitting Club 3:00 pm - 5:00 pm</p> <p>YourSpace 5:00 pm - 8:00 pm</p>
9	10	11
<p>CV Writing 2 2:00 pm - 5:00 pm</p>	<p>Interview Skills 1 9:30 am - 12:00 pm</p> <p>Montreal Labour Market 2:00 pm - 5:00 pm</p>	<p>Interview Skills 2 9:30 am - 12:00 pm</p> <p>Are you LinkedIn? 2:00 pm - 5:00 pm</p> <p>Ometz Knitting Club 3:00 pm - 5:00 pm</p> <p>YourSpace 5:00 pm - 8:00 pm</p>
16	17	18
<p>Guided Career Exploration 9:30 am - 12:30 pm</p> <p>CV Writing 2 2:00 pm - 5:00 pm</p>	<p>Accessing the Hidden Job Market 9:30 am - 12:00 pm</p> <p>Montreal Labour Market 2:00 pm - 5:00 pm</p>	<p>Are you LinkedIn? 2:00 pm - 5:00 pm</p> <p>Ometz Knitting Club 3:00 pm - 5:00 pm</p> <p>YourSpace 5:00 pm - 8:00 pm</p> <p>Invest in your Family's Future 6:00 pm - 8:00 pm</p>
23	24	25
<p>CV Writing 2 2:00 pm - 5:00 pm</p>	<p>Interview Skills 1 9:30 am - 12:00 pm</p> <p>Montreal Labour Market 2:00 pm - 5:00 pm</p>	<p>Interview Skills 2 9:30 am - 12:00 pm</p> <p>Are you LinkedIn? 2:00 pm - 5:00 pm</p> <p>Ometz Knitting Club 3:00 pm - 5:00 pm</p> <p>YourSpace 5:00 pm - 8:00 pm</p>
30		
<p>Guided Career Exploration 9:30 am - 12:30 pm</p> <p>CV Writing 2 2:00 pm - 5:00 pm</p>		

Thursday	Friday	Saturday	Sunday
5 CV Writing I 2:00 pm - 5:00 pm	6 CLOSED EREV PASSOVER	7	8
12 CLOSING at 2 pm PASSOVER	13 CLOSED PASSOVER	14	15
19 CV Writing I 2:00 pm - 5:00 pm	20 Web Search Tips and Techniques 9:30 am - 10:30 am YourSpace 10:30 am - 2:30 pm	21	22
26 CV Writing I 2:00 pm - 5:00 pm	27 Web Search Tips and Techniques 9:30 am - 10:30 am YourSpace 10:30 am - 2:30 pm	28	29

Monday	Tuesday	Wednesday
	1	2
	QuickBooks 9:00 am - 12:00 pm Accessing the Hidden Job Market 9:30 am - 12:00 pm Montreal Labour Market 2:00 pm - 5:00 pm	QuickBooks 9:00 am - 12:00 pm Personal Branding for the Job Market 9:30 am - 12:00 pm Are you LinkedIn? 2:00 pm - 5:00 pm Ometz Knitting Club 3:00 pm - 5:00 pm YourSpace 5:00 pm - 8:00 pm Be Beautiful 6:00 pm - 8:00 pm
7	8	9
CV Writing 2 2:00 pm - 5:00 pm	QuickBooks 9:00 am - 12:00 pm Interview Skills 1 9:30 am - 12:00 pm Montreal Labour Market 2:00 pm - 5:00 pm	QuickBooks 9:00 am - 12:00 pm Interview Skills 2 9:30 am - 12:00 pm Are you LinkedIn? 2:00 pm - 5:00 pm Ometz Knitting Club 3:00 pm - 5:00 pm YourSpace 5:00 pm - 8:00 pm
14	15	16
Guided Career Exploration 9:30 am - 12:30 pm CV Writing 2 2:00 pm - 5:00 pm	Word 1 9:00 am - 12:00 pm Accessing the Hidden Job Market 9:30 am - 12:00 pm Montreal Labour Market 2:00 pm - 5:00 pm	Word 1 9:00 am - 12:00 pm Are you LinkedIn? 2:00 pm - 5:00 pm Ometz Knitting Club 3:00 pm - 5:00 pm YourSpace 5:00 pm - 8:00 pm Canadian Citizenship 6:00 pm - 8:00 pm
21	22	23
CLOSED	Interview Skills 1 9:30 am - 12:00 pm Montreal Labour Market 2:00 pm - 5:00 pm	Interview Skills 2 9:30 am - 12:00 pm Are you LinkedIn? 2:00 pm - 5:00 pm Ometz Knitting Club 3:00 pm - 5:00 pm YourSpace 5:00 pm - 8:00 pm
28	29	30
CLOSED SHAVUOT	Excel 1 9:00 am - 12:00 pm Accessing the Hidden Job Market 9:30 am - 12:00 pm Montreal Labour Market 2:00 pm - 5:00 pm	Excel 1 9:00 am - 12:00 pm Personal Branding for the Job Market 9:30 am - 12:00 pm Are you LinkedIn? 2:00 pm - 5:00 pm Ometz Knitting Club 3:00 pm - 5:00 pm YourSpace 5:00 pm - 8:00 pm

Thursday	Friday	Saturday	Sunday
3 QuickBooks 9:00 am - 12:00 pm CV Writing I 2:00 pm - 5:00 pm	4 Web Search Tips and Techniques 9:30 am - 10:30 am YourSpace 10:30 am - 2:30 pm	5	6
10 QuickBooks 9:00 am - 12:00 pm CV Writing I 2:00 pm - 5:00 pm	11 Web Search Tips and Techniques 9:30 am - 10:30 am YourSpace 10:30 am - 2:30 pm	12	13 Ottawa Tulip Festival 9:00 am - 8:00 pm
17 Word 1 9:00 am - 12:00 pm CV Writing I 2:00 pm - 5:00 pm	18 Web Search Tips and Techniques 9:30 am - 10:30 am YourSpace 10:30 am - 2:30 pm	19	20
24 CV Writing I 2:00 pm - 5:00 pm	25 Web Search Tips and Techniques 9:30 am - 10:30 am YourSpace 10:30 am - 2:30 pm	26	27
31 Excel 1 9:00 am - 12:00 pm CV Writing I 2:00 pm - 5:00 pm			

Monday	Tuesday	Wednesday
4	5	6
<p>Guided Career Exploration 9:30 am - 12:30 pm</p> <p>CV Writing 2 2:00 pm - 5:00 pm</p>	<p>Excel 2 9:00 am - 12:00 pm</p> <p>Interview Skills 1 9:30 am - 12:00 pm</p> <p>Montreal Labour Market 2:00 pm - 5:00 pm</p>	<p>Excel 2 9:00 am - 12:00 pm</p> <p>Interview Skills 2 9:30 am - 12:00 pm</p> <p>Are you LinkedIn? 2:00 pm - 5:00 pm</p> <p>Ometz Knitting Club 3:00 pm - 5:00 pm</p> <p>YourSpace 5:00 pm - 8:00 pm</p>
11	12	13
<p>CV Writing 2 2:00 pm - 5:00 pm</p>	<p>Accessing the Hidden Job Market 9:30 am - 12:00 pm</p> <p>Montreal Labour Market 2:00 pm - 5:00 pm</p>	<p>Are you LinkedIn? 2:00 pm - 5:00 pm</p> <p>Ometz Knitting Club 3:00 pm - 5:00 pm</p> <p>YourSpace 5:00 pm - 8:00 pm</p>
18	19	20
<p>Guided Career Exploration 9:30 am - 12:30 pm</p> <p>CV Writing 2 2:00 pm - 5:00 pm</p>	<p>Word 2 9:00 am - 12:00 pm</p> <p>Interview Skills 1 9:30 am - 12:00 pm</p> <p>Montreal Labour Market 2:00 pm - 5:00 pm</p>	<p>Word 2 9:00 am - 12:00 pm</p> <p>Interview Skills 2 9:30 am - 12:00 pm</p> <p>Are you LinkedIn? 2:00 pm - 5:00 pm</p> <p>Ometz Knitting Club 3:00 pm - 5:00 pm</p> <p>YourSpace 5:00 pm - 8:00 pm</p>
25	26	27
CLOSED	<p>Accessing the Hidden Job Market 9:30 am - 12:00 pm</p> <p>Montreal Labour Market 2:00 pm - 5:00 pm</p>	<p>Personal Branding for the Job Market 9:30 am - 12:00 pm</p> <p>Are you LinkedIn? 2:00 pm - 5:00 pm</p> <p>Ometz Knitting Club 3:00 pm - 5:00 pm</p> <p>YourSpace 5:00 pm - 8:00 pm</p>

Thursday	Friday	Saturday	Sunday
	<p>1</p> <p>Web Search Tips and Techniques 9:30 am - 10:30 am</p> <p>YourSpace 10:30 am - 2:30 pm</p>		<p>2 3</p> <p>Quebec City 8:00 am - 8:00 pm</p>
<p>7</p> <p>Excel 2 9:00 am - 12:00 pm</p> <p>CV Writing I 2:00 pm - 5:00 pm</p>	<p>8</p> <p>Web Search Tips and Techniques 9:30 am - 10:30 am</p> <p>YourSpace 10:30 am - 2:30 pm</p>		<p>9 10</p>
<p>14</p> <p>CV Writing I 2:00 pm - 5:00 pm</p>	<p>15</p> <p>Web Search Tips and Techniques 9:30 am - 10:30 am</p> <p>YourSpace 10:30 am - 2:30 pm</p>		<p>16 17</p> <p>Tour de Montréal 10:00 am - 2:00 pm</p>
<p>21</p> <p>Word 2 9:00 am - 12:00 pm</p> <p>CV Writing I 2:00 pm - 5:00 pm</p>	<p>22</p> <p>Web Search Tips and Techniques 9:30 am - 10:30 am</p> <p>YourSpace 10:30 am - 2:30 pm</p>		<p>23 24</p>
<p>28</p> <p>CV Writing I 2:00 pm - 5:00 pm</p>	<p>29</p> <p>Web Search Tips and Techniques 9:30 am - 10:30 am</p> <p>YourSpace 10:30 am - 2:30 pm</p>		<p>30</p>

Monday	Tuesday	Wednesday
<p style="text-align: right;">2</p> <p style="text-align: center;">CLOSED</p>	<p style="text-align: right;">3</p> <p>Interview Skills 1 9:30 am - 12:00 pm</p> <p>Montreal Labour Market 2:00 pm - 5:00 pm</p>	<p style="text-align: right;">4</p> <p>Interview Skills 2 9:30 am - 12:00 pm</p> <p>Are you LinkedIn? 2:00 pm - 5:00 pm</p> <p>Ometz Knitting Club 3:00 pm - 5:00 pm</p> <p>YourSpace 5:00 pm - 8:00 pm</p>
<p style="text-align: right;">9</p> <p>Guided Career Exploration 9:30 am - 12:30 pm</p> <p>CV Writing 2 2:00 pm - 5:00 pm</p>	<p style="text-align: right;">10</p> <p>Accessing the Hidden Job Market 9:30 am - 12:00 pm</p> <p>Montreal Labour Market 2:00 pm - 5:00 pm</p>	<p style="text-align: right;">11</p> <p>Personal Branding for the Job Market 9:30 am - 12:00 pm</p> <p>Are you LinkedIn? 2:00 pm - 5:00 pm</p> <p>Ometz Knitting Club 3:00 pm - 5:00 pm</p> <p>YourSpace 5:00 pm - 8:00 pm</p>
<p style="text-align: right;">16</p>	<p style="text-align: right;">17</p>	<p style="text-align: right;">18</p>
<p style="text-align: right;">23</p>	<p style="text-align: right;">24</p>	<p style="text-align: right;">25</p>
<p style="text-align: right;">30</p> <p>Guided Career Exploration 9:30 am - 12:30 pm</p> <p>CV Writing 2 2:00 pm - 5:00 pm</p>	<p style="text-align: right;">31</p> <p>Interview Skills 1 9:30 am - 12:00 pm</p> <p>Montreal Labour Market 2:00 pm - 5:00 pm</p>	

Thursday	Friday	Saturday	Sunday
5 CV Writing I 2:00 pm - 5:00 pm	6 Web Search Tips and Techniques 9:30 am - 10:30 am YourSpace 10:30 am - 2:30 pm	7	8
12 CV Writing I 2:00 pm - 5:00 pm	13 Web Search Tips and Techniques 9:30 am - 10:30 am YourSpace 10:30 am - 2:30 pm	14	15
19	20	21	22
26	27	28	29

NOTES

