

February

2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 11:00-12:00 Intro to Job Search 1:00-2:00 Soft Skill Workplace Basics	3 12:00-1:00 Soft Skill Workplace Basics 1:30-2:30 Intro to Job Search	4 11:00-12:00 Soft Skill Workplace Basics 1:00-2:00 Intro to Job Search	5	6
7	8	9 11:00-12:00 Resume writing 1:00-2:00 Time Management	10 12:00-1:00 Time Management 1:30-2:30 Resume Writing	11 11:00-12:00 Time Management 1:00-2:00 Resume Writing	12	13
14	15	16 11:00-12:00 Cover Letter 1:00-2:00 Professional Culture	17 12:00-1:00 Professional Culture 1:30-2:30 Cover Letter	18 11:00-12:00 Professional Culture 1:00-2:00 Cover Letter	19	20
21	22	23 11:00-12:00 Interviewing 1:00-2:00 Emotional Intelligence	24 12:00-1:00 Emotional Intelligence 1:30-2:30 Interviewing	25 11:00-12:00 Emotional Intelligence 1:00-2:00 Interviewing	26	27
28	29					

CONTACT

**Blanche Monary,
Workshop Presenter**

Phone: 408-864-5709
monaryblanche@fhda.edu

**Sofia Abad, Foothill
Program Coordinator**

650-949-7465
abadsofia@fhda.edu

**Sabrina Stewart, De
Anza Program
Coordinator**

408-864-8360
stewartsabrina@fhda.edu

De Anza at Seminar Conference Room on Tuesdays and
Thursdays
Foothill in RM 1943 on Wednesdays