



December, 2024



Please follow up with your ETS to register for workshops







Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
10:00am – 10:45am Top 10: Effective Communication *M	10:00am – 11:00am Mindful Movement	10:00am – 11:45am Assertiveness		10:00am – 10:45am Top 10: Basic Money Management
9:00am – 3:30pm Job Search Lab	9:00am – 3:30pm Job Search Lab	9:00am – 3:30pm Job Search Lab	9:00am – 3:30pm Job Search Lab	9:00am – 3:30pm Job Search Lab
1:30pm – 3:30pm Talk Shop (see poster for details)		1:30pm – 2:15pm Top 10: References	1:30pm – 3:30pm Coffee Club	1:30pm – 2:15pm Top 10: Questions to Ask an Interviewer
9	10	11	12	13
10:00am – 10:45am Top 10: Dealing with Anxiety *M	10:00am – 11:00am Mindful Movement	10:00am – 11:45am Self-Esteem		10:00am – 10:45am Top 10: Start Your Day Right
9:00am – 3:30pm Job Search Lab	9:00am – 3:30pm Job Search Lab	9:00am – 3:30pm Job Search Lab	9:00am – 3:30pm Job Search Lab	9:00am – 3:30pm Job Search Lab
1:30pm – 3:30pm Stress Management		1:30pm – 2:15pm Top 10: First Impressions	1:30pm – 3:30pm Coffee Club	1:30pm – 2:15pm Top 10: Resume Mistakes to Avoid
16	17	18	19	20
10:00am – 10:45am Top 10: Mindfulness for the Holidays – a Gift to Yourself *M	10:00am – 11:00am Mindful Movement			10:00am – 10:45am Top 10: How to Be a Good Employee
9:00am – 3:30pm Job Search Lab	9:00am – 3:30pm Job Search Lab	9:00am – 3:30pm Job Search Lab	9:00am – 3:30pm Job Search Lab	9:00am – 3:30pm Job Search Lab
1:30pm – 2:15pm Top 20: Transferable Skills		12:30pm – 2:30pm  Winter Holiday Virtual Event  (see poster for details)	1:30pm – 3:30pm Coffee Club: Christmas Movie (see poster for details)	

Please email your registration to your ETS

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Mon	Tues	Wed	Thurs	Fri
23	24	25	26	27
10:00am – 10:45am Top 10: Prioritizing Self-Care (Over Christmas & Winter)*M	10:00am – 11:00am Mindful Movement	steps2work closed for Christmas Break		
9:00am – 3:30pm Job Search Lab				
1:30pm – 3:30pm Christmas Trivia (see poster for details)				
30	31	Jan. 1	2	3
			steps2work program and services resume	Monday – Friday 9:00am – 3:30pm Job Search Lab is <u>Drop-In</u> (no sign-up required)
				*M = Monday's Mindful Moment (Mindfulness practice included in workshop.)

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