

VANCOUVER  
SOUTH

WorkBC  
Employment Services Centre  
Centre de services à l'emploi

Operated by



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## Upcoming workshops and events | February 2018

Monday 8:30 - 5:00	Tuesday 8:30 - 5:00	Wednesday 8:30 - 5:00	Thursday 10:00 - 5:00	Friday 8:30 - 4:00
			1 Cover Letters 1-4 (B)  Intro to Computers 3 10:30—4:30 (A)	2 Hidden Job Market 9:30—12:30 (B)  Intro to Computers 4 9:30— 12:30 (A)
5 Job Search Express Series 1 & 2 9:30—4:30 (A)  Resumes 9:30—3:30 (B)	6 Job Search Express Series 3 & 4 9:30—4:30 (A)  LinkedIn In Lab 9:30—11:30 (B)	7 Job Search Express Series 5 & 6 9:30—4:30 (A)  Social Media 101 10-12 (B)  Cover Letters 1-4 (B)	8 Job Search Express Series 7 & 8 10:30—4:30 (B)  Study Smart Series 1 1-4 (A)	9 Career Planning Prep 9:30—12:30 (A)  Study Smart Series 2 12:30—3:30(A)  Hidden Job Market 12:30-3:30 (B)
12 <b>Closed Family Day BC</b>	13 Career Planning 1 9:30—3:30 (B)  Resumes 9:30-3:30 (A)	14 Career Planning 2 9:30—3:30 (A)  TRF Info 10:00 (B)  TRF Info 2:00 (B)	15 Career Planning 3 10:30—4:30 (B)  Cover Letters 1-4 (B)	16 Career Planning 4 9:30-12:30 (B)  Hidden Job Market 9:30-12:30 (A)
19 Resumes 9:30-3:30 (B)  Moving Forward 1 1-4(A)	20 Interview Skills 1 9:30—3:30 (B)  Moving Forward 2 1-4(A)	21 Interview Skills 2 9:30-3:30 (B)  LinkedIn lab 10:30-12 (A)  Moving Forward 3 1-4 (A)	22 Money Management for Success: Guest Speaker 1-4 (B)  Moving Forward 4 1-4 (A)	23 Interview Skills 3 9:30-12:30 (A)  Hidden Job Market 12:30-3:30 (A)  Moving Forward 5 12:30—3:30 (B)
26 Pre-app Info Session 9:30—10:30 (B)  Interview Skills 4 1-4 (B)  Resumes 9:30—3:30 (A)	27 Cover Letters 9:30—12:30 (B)  Moving Forward 6 1-4 (B)  Intro to Computers 1 9:30—4:30 (A)	28 TRF Info 10:00 (B)  TRF Info 2:00 (B)  Intro to Computers 2 9:30—4:30 (A)	1   Intro to Computers 3 10:30—4:30 (A)	2   Intro to Computers 4 9:30— 12:30 (A)

### FREE SERVICES AND RESOURCES:

- Job Search & Career Planning Workshops
- Case Management
- One-to-one Employment Counselling
- Labour Market Information
- Library & Community Resources
- Job Board
- Computer & Internet Access
- Faxing, Photocopying, Scanning & Printing
- Telephone & Voice Mail Access

Times and dates are subject to change.

Registration required, call 604-263-5005 to register.

*You will be called to confirm your attendance.*

# WORKSHOP DESCRIPTIONS:

## **Interview Skills Series 1—4**

Prepare and practice most common job interview questions to make a positive and lasting impression with potential employers. The series includes preparing answers to typical and behavioural questions and boosting your confidence to ace the job interview.

## **Job Search Express Series 1—8**

Intensive workshop series to learn job search strategies, access the hidden job market, write powerful resumes and cover letters, prepare for a job interview, and set SMART goals to achieve employment success.

## **Intro to Computers 1—4**

Friendly and easy approach to learn basic computer skills such as: mouse, keyboard, computer terminology, and Internet Browsing. The series also how to save, open, and find files, and email basics, and Microsoft Word. It also covers applying for jobs on Indeed and WorkBC Job Search.

## **Career Planning 1—5**

This career exploration series will help you understand yourself better, identifying your interests, abilities, values, needs, personality, transferable skills and work and life experiences. You will learn the impacts of labour market trends on career choices, and goal setting strategies.

## **Moving Forward Series 1— 10**

Move forward to success at work by setting goals and identifying your skills, values and attributes. Learn to manage time, manage change, communicate, solve problems and build relationships to get and keep a job. Finally, develop the job search skills of resume writing, cover letters, hidden job market and interviewing.

## **Online Networking and LinkedIn Workshops**

These workshops cover the basics of online networking and LinkedIn to understand how Social Media is adding another way of connecting with people to find job leads and job opportunities .

## **Hidden Job Market**

Identify unadvertised job opportunities through networking, self marketing, information interviews, and connecting with employers and industries before jobs get posted.

## **Cover Letters**

Cover Letters are a MUST! Like salt and pepper. They go with every resume. Learn how to grab an employer's attention, show them your desire to work for their company and your passion for the work you do.

## **Resumes**

Learn how to write a resume section by section while creating a rough draft. Focus on developing content and how to tailor your resume to a specific job posting. Practice reading a posting, identifying key words, and creating statements that showcase your skills and accomplishments

**IF YOUR SCHEDULE NEEDS SOME FLEXIBILITY, WE ALSO OFFER ONLINE WORKSHOPS WHICH YOU CAN DO FROM HOME OR HERE IN THE RESOURCE ROOM. PLEASE SPEAK WITH YOUR CASE MANAGER TO LEARN MORE.**