

## Upcoming workshops and events | January 2018

Monday 8:30 - 5:00	Tuesday 8:30 - 5:00	Wednesday 10:00 - 5:00	Thursday 8:30 - 5:00	Friday 8:30 - 4:00	<p><i>Ateliers à l'emploi et services en français disponibles ici, demandez à votre conseiller en emploi.</i></p> <p><b>FREE SERVICES AND RESOURCES:</b></p> <ul style="list-style-type: none"> <li>• Job Search &amp; Career Planning Workshops</li> <li>• Case Management</li> <li>• One-to-one Employment Counselling</li> <li>• Labour Market Information</li> <li>• Library &amp; Community Resources</li> <li>• Online Job Search Workshops</li> <li>• Job Board</li> <li>• Computer &amp; Internet Access</li> <li>• Faxing, Photocopying, Scanning &amp; Printing</li> <li>• Telephone &amp; Voice Mail Access</li> </ul>
<p><b>1</b></p> <p><b>OFFICE CLOSED</b></p> 	<p><b>2</b></p> <p>1:00—4:00 <b>Job Search Strategies</b></p>	<p><b>3</b></p> <p>10:30—11:30 <b>Career Planning Prep</b></p> <p>1:00—4:00 <b>Creating Resumes Employers want</b></p>	<p><b>4</b></p> <p>10:00—Noon <b>Developing Effective Cover Letters</b></p>	<p><b>5</b></p> <p>1:00—3:00 <b>Interview Skills in Action</b></p>	
<p><b>8</b></p> <p>9:30—2:30 <b>Career Planning 1</b></p>	<p><b>9</b></p> <p>9:30—2:30 <b>Career Planning 2</b></p>	<p><b>10</b></p> <p>10:30—3:30 <b>Career Planning 3</b></p>	<p><b>11</b></p> <p>9:30—2:30 <b>Career Planning 4</b></p>	<p><b>12</b></p> <p>10:00—1:00 <b>Interview Skills</b></p>	<p><b>FREE SERVICES AND RESOURCES:</b></p> <ul style="list-style-type: none"> <li>• Job Search &amp; Career Planning Workshops</li> <li>• Case Management</li> <li>• One-to-one Employment Counselling</li> <li>• Labour Market Information</li> <li>• Library &amp; Community Resources</li> <li>• Online Job Search Workshops</li> <li>• Job Board</li> <li>• Computer &amp; Internet Access</li> <li>• Faxing, Photocopying, Scanning &amp; Printing</li> <li>• Telephone &amp; Voice Mail Access</li> </ul>
<p><b>15</b></p> <p>1-3pm <b>Interview Skills in Action</b></p>	<p><b>16</b></p> <p>10:00—Noon <b>Interview Skills in Action</b></p>	<p><b>17</b></p> <p>1:00—3:00 <b>Where the Jobs are</b></p> <p>2:30—4:30 <b>Education Planning (CM Referral)</b></p>	<p><b>18</b></p> <p>10:00—1:00 <b>Networking Strategies</b></p>	<p><b>19</b></p> <p>10:00—1:00 <b>Mastering Workplace Culture &amp; Communication</b></p> <p>2:00—4:00 <b>Interview Skills in Action</b></p>	
<p><b>22</b></p> <p>1:00—4:00 <b>Job Search Strategies</b></p>	<p><b>23</b></p> <p>10:00—1:00 <b>Creating Resumes Employers Want</b></p> <p>2:00—4:00 <b>Interview Skills in Action</b></p>	<p><b>24</b></p> <p>1:00—3:00 <b>Developing Effective Cover Letters</b></p>	<p><b>25</b></p> <p>10:00—11:30 <b>LinkedIn Lab</b></p> <p>1:00—3:00 <b>Social Media 101</b></p>	<p><b>26</b></p> <p>10:00—1:00 <b>Interview Skills</b></p>	<p><b>FREE SERVICES AND RESOURCES:</b></p> <ul style="list-style-type: none"> <li>• Job Search &amp; Career Planning Workshops</li> <li>• Case Management</li> <li>• One-to-one Employment Counselling</li> <li>• Labour Market Information</li> <li>• Library &amp; Community Resources</li> <li>• Online Job Search Workshops</li> <li>• Job Board</li> <li>• Computer &amp; Internet Access</li> <li>• Faxing, Photocopying, Scanning &amp; Printing</li> <li>• Telephone &amp; Voice Mail Access</li> </ul>
<p><b>29</b></p> <p>9:00—Noon <b>Job Search Express 1 Job Search Strategies</b></p> <p>1:00—4:00 <b>Job Search Express 2 Hidden Job Market</b></p>	<p><b>30</b></p> <p>9:00—Noon <b>Job Search Express 3 Self-Marketing</b></p> <p>1:00—4:00 <b>Job Search Express 4 Resumes Part 1</b></p>	<p><b>31</b></p> <p>10:00—1:00 <b>Job Search Express 5 Resumes Part 2</b></p> <p>1:30—4:30 <b>Job Search Express 6 Cover Letters</b></p>	<p><b>Feb 1</b></p> <p>9:00—1pm <b>Job Search Express 7 Interview Skills</b></p> <p>1:00—4:00 <b>Job Search Express 8 Goal Setting</b></p>	<p><b>Feb 2</b></p> <p>9:30—3:30 <b>Personality Dimensions</b></p> <p>10:30—12:30 <b>Interview Skills in Action</b></p>	
<p><b>Times and dates are subject to change.</b></p> <p>Registration required, call 604-688-4666 to register.</p> <p><i>You may be called to confirm your attendance.</i></p>					

# WORKSHOP DESCRIPTIONS:

## **Job Search Express Series (8 Sessions; 24 hours)**

A series of 8 workshops over a 4 day period covering all aspects of job search including hidden job market, resumes & cover letters, interview skills, networking/self marketing & goal setting. Participants must be committed to attending all sessions.

## **Moving Forward Employability Series ( 5 Sessions; 15 hours)**

A series of 5 three hour workshops focused on building self-confidence & enhancing employability skills. Topics include personal presentation, self-esteem, communication skills, decision making/problem solving & goal setting.

## **Career Planning (4 Sessions; 20 hours)**

Discover which career and work environment are best suited for your personality, skills, values and interests, guided by assessment tools. Make an informed decision by researching the labour market to ensure that you are choosing a realistic, achievable career goal. Create an action plan to guide you on your journey.

## **Job Search Strategies (3 hours)**

Learn the best job search strategies; set realistic goals & organize your job search with effective time management skills.

## **Creating Resumes Employers Want (3 hours)**

Learn how to create a powerful resume that highlights your unique skills and experience and stands out from the competition with strong skill statements that project confidence.

## **Developing Effective Cover Letters (3 hours)**

Learn how to prepare effective cover letters to enhance your job search. Learn strategies for decoding a job posting and effectively expressing your skills, achievements and values targeted to an employer's needs.

## **Interview Skills (3 hours)**

Learn how to prepare for a job interview, common interview questions and how to follow up after the interview.

## **Interview Skills in Action (2 hours) - Prerequisite: Interview Skills Workshop**

Practice your interview skills in a mock interview. Receive feedback and learn about key tips on how to master a job interview.

## **Where the Jobs Are - LMI (2 hours)**

Learn the four steps to uncovering the hidden job market and explore online and print resources. Identify companies in your field that may be hiring and conduct labour market research.

## **Networking Strategies (3 hours)**

Discover powerful networking strategies and gain tools to market yourself to potential employers. Learn how to identify employers' needs and master the art of informational interviewing.

## **Social Media 101 (2 hours)**

An overview of common social media platforms; explore how they can be utilized to build your personal brand. Learn how to apply what you learn to accelerate your job search.

## **LinkedIn Lab (1.5 hours) - Prerequisite: Participants must have an existing LinkedIn profile.**

Join this hands-on 'lab-style' session to share your insights, work on your profile, ask questions and get advice on all things LinkedIn; peer-to-peer and with a facilitator. Space is limited to 9 participants. Registration required.

## **Mastering Workplace Culture & Communication (3 hours)**

Fine tune your communication skills in this interactive workshop to get ahead in your job search and on the job. Get insights into workplace culture and practice how to interact with employers and workplace teammates in a positive and assertive way.

## **Personality Dimensions (5 hours)**

Identify your Temperament Blend and improve your personal level of self-awareness and awareness of others by gaining an understanding of the 4 Personality Dimensions Temperament Styles. Learn how to apply your Temperament Blend as a marketing tool in your job search.

## **Job Search Connect | Employer Spotlight ( 2—3 hours)**

Join fellow job seekers to learn more about relevant job search topics in detail. Meet potential employers at our Employer Spotlight sessions. See the calendar for topics and join in!

## **IMPORTANT:**

- It is very important that participants arrive on time. Late arrivals of 10 minutes or more will not be accepted into the workshop.
- If you are not able to attend the workshop, please call 604-688-4666 so that others may be invited from the waitlist.