

WorkBC EMPLOYMENT SERVICES CENTRE - NORTH SHORE

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Upcoming Workshops & Events

July 2017

FREE SERVICES AND RESOURCES

- Job Search and Career Planning Workshops
- Faxing
- Photocopying
- Scanning
- Computer Access
- Telephone & Voice Mail
- Library & Community Resources
- Labour Market Information
- Newspapers
- Job Board
- Case Management

NOTE: Times and dates are subject to change. Please call your Case Manager to register for a workshop at 604-988-3766.

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
3  HAPPY CANADA DAY! <i>Statutory Holiday</i>	4 Identifying Skills, Attributes and Values 10:00-12:30 Identifying Barriers to Employment 1:30-4:30	5 <i>Moving Forward Series (Week one)</i> Time Management & Work life Balance 10:00-1:00	6 Self-Esteem 10:00-1:00	7 Problem Solving and Building Relationships 10:00-1:00 Basic Resumes 9:00-12:00
10 Moving Forward to Employment 10:00-1:00	11 <i>Moving Forward Series (Week Two)</i> Resume Essentials 10:00-1:00	12 Identifying Opportunities: Hidden Job Market 10:00-1:00 Creating Connections with LinkedIn 1:00-4:00	13 Interview Skills & Practice 10:00-1:00	14 What's Next? Futures! 10:00-1:00
17 Job Search Strategies 9:00-11:00	18 Resume & Cover letters 9:00-12:00	19 <i>Job Search Essentials Series</i> HJM 1: Who's Hiring 10:00-12:00	20 HJM 2: Self-Marketing & Social Media 9:00-12:00	21 Interviews 9:00-12:00 Internet & Email for Job Search (English) 9:00-12:00
24 1on1 Interview Practice 1:00-3:15	25 Resume & Cover letters 9:00-12:00	26 <i>Career Planning Series</i> 10:00-12:00 12:45-3:00	27 Interviews 9:00-12:00 10:00-12:00 12:45-3:00	28 Basic Resumes 9:00-12:00 10:00-12:00 12:45-3:00
31 Job search Strategies 9:00-11:00 Informal Touch Back Café 1:00-3:00				

Workshop Descriptions

Job Search Strategies (2 hours)

Identify a realistic job search starting point based on your situation, education and experience. Set job search goals and explore internet resources to support your successful goal attainment

Hidden Job Market: Who's Hiring (2 hours)

Explore Labour Market (LM) trends to determine how these trends affect employment/hiring.

Self Marketing & Social Media (3 hours)

Explore marketing strategies for promoting yourself in the job market including prospecting and info interviews.

Interview Skills (3 hours) *Suitable for those with a clear and realistic job goal

Prepare for the interview and practice answers to Common Interview Questions and Behavioral Interview Questions

Managing Workplace Relationships (3 hours)

Examine the details of building positive relationships by defining teamwork, identifying conflict resolution styles and building non-violent communication strategies for problem solving in the workplace.

Resumes & Cover Letters (3 hours) *Suitable for those with a clear and realistic job goal

Determine which type of resume best meets your personal situation. Create a highlight or profile section to demonstrate your qualifications and prepare skill statements.

Resume Basics (3 hours) *Suitable for those with very low or no computer skills and entry level job target

Create a basic chronological resume for securing entry level employment, a volunteer/practicum placement or to support an application for funding for training

Career Planning (5-day)

Evaluate skills, values, interests and personality through formal and informal assessments including MBTI and Strong Interest Inventory including interpretation Career research, goal setting and action planning

Creating Connections with LinkedIn (3 hours)

Create or update your LinkedIn profile. Identify relevant groups to join, businesses to follow. Explore how to survey your connections to create opportunities for job search.

Moving Forward Series (10 half day sessions)

A series of life skill oriented workshops designed to explore 'employability'. Participate in activities and discussions that examine skills and strategies for effective workplace communication, problem solving, conflict resolution, self-esteem, work-life balance, positive attitude, goal setting, team work and many more.

Touch Back Café (2 hours)

The café sessions offer further support to your job search—network with fellow job seekers, attend presentations by employers on various topics, increase your interview skills through role plays and feedback and other topics as offered.

Job Search Express Series (4 days morning and afternoon sessions)

This series is designed for job ready, motivated jobseekers with a clear objective who will benefit from a full-time group oriented program. Workshops include resume, cover letter, interview skills as well as goal setting, job search strategies, hidden job market and social media. Time is also scheduled for in-class work on resume and cover letter writing.

Internet & Email for Job Search (English) (3 hours)

Learn how to use email and attach documents for job search, check out online websites for job postings and how to apply for jobs on the internet using electronic application forms.

Internet & Email for Job Search (Farsi) (3 hours)

Same as above but workshop is conducted in Farsi.