

## July 2017 - Upcoming Workshops



Monday	Tuesday	Wednesday	Thursday	Friday
<p>3</p> <p style="color: blue;">HAPPY CANADA DAY</p> <p style="color: blue;">CENTER CLOSED</p>	<p>4</p> <p>Job Search Express Series 1 &amp; 2 9—4 (A)</p> <div style="border: 1px solid black; background-color: #00aaff; color: white; padding: 5px; text-align: center;"> <p>Job Search Strategies * 1—4</p> </div>	<p>5</p> <p>Job Search Express Series 3 &amp; 4 9—4 (A)</p> <p style="color: red;">Moving Forward Employability Series 1 1 — 4 (B)</p>	<p>6</p> <p>Job Search Express Series 5 &amp; 6 10:15— 4:30 (A)</p> <p style="color: red;">Moving Forward Employability Series 2 &amp; 3 10:15— 4:30 (B)</p>	<p>7</p> <p>Job Search Express Series 7 &amp; 8 9—3:30 (A)</p> <p style="color: red;">Moving Forward Employability Series 4 12:30— 3:30 (B)</p>
<p>10</p> <p style="color: red;">Moving Forward Employability Series 5 &amp; 6 9—4 (B)</p> <div style="border: 1px solid black; background-color: #00aaff; color: white; padding: 5px; text-align: center;"> <p>Job Interview Questions * 1-4 pm</p> </div>	<p>11</p> <p style="color: red;">Moving Forward Employability Series 7 1—4 (B)</p> <div style="border: 1px solid black; background-color: #00aaff; color: white; padding: 5px; text-align: center;"> <p>Speaker: Construction/ Warehousing Placement Agency* 1—3 pm</p> </div>	<p>12</p> <p style="color: red;">Moving Forward Employability Series 8 1 — 4 (A)</p> <p>TRF Info Session 10am (B)</p> <p>TRF Info Session 2pm (B)</p>	<p>13</p> <p style="color: red;">Moving Forward Employability Series 9 1—4 (B)</p> <p>Hidden Job Market 1—4 (A)</p>	<p>14</p> <p style="color: red;">Moving Forward Employability Series 10 12:30—3:30 (B)</p> <p>Resumes 9—3 (A)</p>
<p>17</p> <p>Cover Letters 9—12 (A)</p> <div style="border: 1px solid black; background-color: #00aaff; color: white; padding: 5px; text-align: center;"> <p>Job Interview Questions Practice * 1—4 pm</p> </div>	<p>18</p> <p style="color: green;">Career Planning Prep 9 — 12 (A)</p> <div style="border: 1px solid black; background-color: #00aaff; color: white; padding: 5px; text-align: center;"> <p>West Park Services Info/ Hiring Session * 1—4 pm</p> </div>	<p>19</p> <p style="color: green;">Career Planning 1 9—3 (B)</p> <p>Interview Skills 1 9—3 (A)</p>	<p>20</p> <p style="color: green;">Career Planning 2 10:15—4:15 (B)</p> <p>Interview Skills 2 10:15—4:15 (A)</p>	<p>21</p> <p style="color: green;">Career Planning 3 9—3 (B)</p> <p>Interviews Skills 3 12:30—3:30 (A)</p>
<p>24</p> <p>Pre-app Info Session 9:30—10:30 (B)</p> <div style="border: 1px solid black; background-color: #00aaff; color: white; padding: 5px; text-align: center;"> <p>Hidden Job Market * 1—4</p> </div>	<p>25</p> <p style="color: green;">Career Planning 4 9—12 (B)</p> <div style="border: 1px solid black; background-color: #00aaff; color: white; padding: 5px; text-align: center;"> <p>Cover Letters * 1—4</p> </div>	<p>26</p> <p>Resumes 9—3 (A)</p> <p>TRF Info Session 10 am (B)</p> <p>TRF Info Session 2 pm (B)</p>	<p>27</p> <p>Interviews Skills 4 1—4 (A)</p>	<p>28</p> <p>On-line Networking/ LinkedIn Basics 9—1pm (A)</p>
<p>31</p> <div style="border: 1px solid black; background-color: #00aaff; color: white; padding: 5px; text-align: center;"> <p>VCC Education Forum 1—4pm</p> </div>				

**CAREER ADVISORS CAN HELP YOU WITH THE FOLLOWING SERVICES**

- 1 to 1 Employment Counselling
- Resume/Cover Letter Workshops
- Interview Workshops
- Labour Market Orientations
- Job Search Workshops
- Skills Enhancement Info Sessions
- Faxing
- Photocopying
- Library & Community Resources
- Computer Access
- Newspapers
- Job Board

**NOTE: times & dates are subject to change**

**\*\*You will be called to confirm your attendance to the workshop. If you do not call us back by 10am the day before the workshop, your seat will be given to the next person.**

\* Workshops shown in a blue box are held at:  
South Hill Neighbourhood Centre  
5888 Fraser Street, Vancouver, BC V5W 2Z5 Tel: 604-325-0567

## **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—5 Sessions**

The 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.

### **On line 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.

### **Video Resumes—**

Lasting typically 90 seconds, videos are your shot to make the best first impression to an employer. They let employers literally see you and hear your case (via your communication skills, personality and charisma) as the best candidate for the job.

### **Job Search Strategies —**

Create an organized and efficient Job Search plan. Learn about the techniques and strategies needed to find the job you want

### **Goal Setting Through Visioning—**

Set Career, Job Search, and life goals through the power of imagination using relaxation, visualization, creating vision boards, and written goal setting

### **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

### **Labour Market Information—**

LMI can help you find out what the labour market is like for that job or that city. For example, if you are a machinist and you move to a town with no factories, you will have a hard time finding a job. Looking at labour market information before you look for a job can help you make a good decision.