

# NORTH SHORE

**WorkBC**  
Employment Services Centre  
Centre de services à l'emploi

Operated by:



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## Upcoming workshops and events | November 2017

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
<b>30</b> <b>Job Search Strategies</b> 10:00—12:00	<b>31</b> <b>Resumes &amp; Cover Letters</b> 10:00—12:00	<b>1</b> <b>Hidden Job Market 1: Who's Hiring?</b> 10:00—12:00	<b>2</b> <b>HJM 2: Self-Marketing &amp; Social Media</b> 9:00—12:00	<b>3</b> <b>Interviews</b> 10:00—12:00 <b>Resume Basics</b> 9:00—12:00
<b>6</b> <b>Moving Forward 1</b> <i>Identifying Skills, Attributes &amp; Values</i> 10:00—1:00 <b>Informal Touch Back Café</b> 1:00—3:00	<b>7</b> <b>Moving Forward 2</b> <i>Identifying Barriers to Employment</i> 10:00—1:00	<b>8</b> <b>Moving Forward 3</b> <i>Time Management &amp; Work/Life Balance</i> 10:00—1:00	<b>9</b> <b>Moving Forward 4</b> <i>Self-Esteem</i> 10:00—1:00	<b>10</b> <b>Moving Forward 5</b> <i>Problem Solving &amp; Building Relationships</i> 10:00—1:00 <b>Resume Basics</b> 9:00—12:00
<b>13</b> <b>Centre Closed Remembrance Day</b> 	<b>14</b> <b>Moving Forward 6</b> <i>Moving Forward to Employment</i> 10:00—1:00 <b>Moving Forward 7</b> <i>Resume Essentials</i> 1:30—4:30	<b>15</b> <b>Moving Forward 8</b> <i>Identifying Opportunities: Hidden Job Market</i> 10:00—1:00	<b>16</b> <b>Moving Forward 9</b> <i>Interview Skills &amp; Practice</i> 10:00—1:00	<b>17</b> <b>Moving Forward 10</b> <i>What's Next? Futures!</i> 10:00—1:00 <b>Internet &amp; Email for Job Search</b> 9:00—12:00
<b>20</b> <b>Career Exploration 1</b> <i>Assessments</i> 10:00—12:00 <b>One-to-one Interview Practice</b> 1:00—3:00	<b>21</b> <b>Career Exploration 2</b> 10:00—12:00 12:45—3:00	<b>22</b> <b>Career Exploration 3</b> 10:00—12:00 12:45—3:00 <b>Creating Connections with LinkedIn</b> 1:00—4:00	<b>23</b> <b>Career Exploration 4</b> 10:00—12:00 12:45—3:00	<b>24</b> <b>Career Exploration 5</b> 10:00—12:00 12:45—3:00 <b>Resume Basics</b> 9:00—12:00
<b>27</b> <b>Job Search Express 1</b> <i>Job Search Strategies</i> 9:00—12:00 <b>Job Search Express 2</b> <i>HJM &amp; Social Media</i> 1:00—4:00	<b>28</b> <b>Job Search Express 3</b> <i>Self-Marketing &amp; Info Interview</i> 9:00—12:00 <b>Job Search Express 4</b> <i>Resumes Part 1</i> 1:00—4:00	<b>29</b> <b>Job Search Express 5</b> <i>Resumes Part 2</i> 10:00—12:00 <b>Job Search Express 6</b> <i>Cover Letters</i> 1:30—4:30	<b>30</b> <b>Job Search Express 7</b> <i>Interview Skills</i> 9:00—12:00 <b>Job Search Express 8</b> <i>Goal Setting</i> 1:00—4:00	<b>1</b> <b>Resume Basics</b> 9:00—12:00

### FREE SERVICES AND RESOURCES:

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

Times and dates are subject to change.

Registration required, call 604-988-3766 to register.

You may be called to confirm your attendance.



The Employment Program of British Columbia is funded by the Government of Canada and the Province of British Columbia.

## WORKSHOP DESCRIPTIONS:

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

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.

### **Moving Forward Employability Series (10 Sessions; 30 hours)**

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.

### **Career Planning Series (5 Sessions; 22 hours)**

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.

### **Resume Basics (one-to-one for 1 hour) *\*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.

### **Internet & Email for Job Search (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.

### **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 .

### **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.

### **Hidden Job Market 1: Who's Hiring (2 hours)**

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

### **Hidden Job Market 2: 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.

### **LinkedIn Basics (3 hours)**

Create your LinkedIn profile. This workshop will cover the basic steps to set up your LinkedIn profile.

### **Creating Connections with LinkedIn (3 hours)**

Update and build your LinkedIn profile. Identify relevant groups to join, businesses to follow. Explore how to survey your connections to create opportunities for job search.

### **Informal 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.

### **One-to-one Interview Practice (45 minutes) *\*must have attended at least the Interview Skills workshop or a series***

Sign up for a 45 minute mock interview practice with a Career Advisor. Leave with a valuable feedback form and tips to help you succeed in your next job interview.

### **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 604-988-3766 so that others may be invited from the waitlist.