


## Upcoming workshops | November 2017

Monday 9:30 - 1:00 2:00 - 5:00	Tuesday 9:30 - 1:00 2:00 - 5:00	Wednesday 9:30 - 1:00 2:00 - 5:00	Thursday 10:00 - 1:00 2:00 - 5:00	Friday 9:30 - 1:00 2:00 - 5:00	<p>The Career Zone is closed for lunch daily from 1 to 2 pm.</p> <p><i>Ateliers à l'emploi et services en français disponibles ici, demandez à votre conseiller en emploi.</i></p>
30	31	1	2	3 10:00—1:00 <b>Job Search Strategies</b>	
6 10:00—1:00 <b>Resume &amp; Cover Letter</b>	7 2:30—4:30 <b>Orientation to Career Zone Services</b>	8	9 10:00—1:00 <b>Interview Skills</b>	10 10:00—1:00 <b>Networking Strategies</b>	
13 <b>OFFICE CLOSED</b> 	14 2:30—4:30 <b>Orientation to Career Zone Services</b>	15	16	17 10:00—1:00 <b>Job Search Strategies</b>	
20 10:00—1:00 <b>Networking Strategies</b>	21 2:30—4:30 <b>Orientation to Career Zone Services</b>	22 10:00—1:00 <b>Interview Skills</b>	23	24 10:00—1:00 <b>Professional Self-Marketing for Recent Graduates</b>	
27 10:00—1:00 <b>Resume &amp; Cover Letter</b>	28 2:30—4:30 <b>Orientation to Career Zone Services</b>	29 10:00—3:30 <b>Career Exploration 1</b>	30 10:00—3:30 <b>Career Exploration 2</b>	1	

Times and dates are subject to change.

Registration required, call 604-605-4666 to register.

# WORKSHOP DESCRIPTIONS:

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

Discover how to conduct a targeted job search in a tough job market. Find out how to set SMART goals in creative ways and explore how to effectively manage your time. This workshop will cover key tips that often help keep up motivation and focus on how to get a job that is right for you!

## **Resume & Cover Letter (3 hours)**

Six seconds! That's the average amount of time a typical employer will look at your cover letter/resume when you apply for a job opening. Come to this workshop to ensure that your six seconds are well spent grabbing the attention of prospective employers. Learn the essential ingredients of a cover letter and resume that will tease employers into inviting you to an interview to learn more about you.

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

Are you great at interviewing? A successful interview is the difference between a job offer and a lost opportunity. Discover how to stand out from other candidates in how to prepare before your interviews, how to dress for success, how to persuasively answer the most common interview questions, and how to follow up after the interview. Together we'll discuss and practice skills to make you unforgettable-for all the right reasons!

## **Orientation to Career Zone Services**

Learn more about Career Zone services! If you are new to Vancouver and looking to get information on Canadian style resumes, cover letters and better career success, this workshop is for you!

## **Networking Strategies**

Talking to people and making connections is key to finding a job. Find out more about the hidden job market where over 80% of jobs are located. Discover strategies for using Social Media to effectively connect with employers, network with influencers, and position your social media "brand" for optimal results. Learn how LinkedIn, Facebook, and Twitter are becoming essential tools to help accelerate success in your job search.

## **Professional Self-Marketing For Recent Graduates**

Explore creative ways to network in a very competitive job market. This workshop explores and assesses individual skill sets and prepares someone to confidently market themselves to employers. This workshop is intended for recent graduates who are motivated to take significant steps forward in actualizing their career dreams and goals.

## **Career Exploration**

Do what you love and love what you do. Come to this two-day workshop to learn the skills necessary to navigate your own career journey. With the help of a number of career assessments, you will leave the workshop with a handful of options to further explore-sustainable, and meaningful careers that you are passionate about. Yes, it's possible!