

VANCOUVER  
SOUTH

WorkBC  
Employment Services Centre  
Centre de services à l'emploi

Operated by



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## Upcoming workshops and events | September 2018

| Monday<br>8:30 - 5:00   | Tuesday<br>8:30 - 5:00   | Wednesday<br>8:30 - 5:00  | Thursday<br>10:00 - 5:00   | Friday<br>8:30 - 4:00  |
|---|--|---|--|--|
|   | <b>4</b><br>Intro to Computers 1<br>9:30—4:30 (A)<br><br>Cover Letters<br>1—4 (B)  | <b>5</b><br>Intro to Computers 2<br>9:30—4:30 (A)<br><br>Hidden Job Market<br>1—4 (B)   | <b>6</b><br>Intro to Computers 3<br>10:30—4:30 (A)<br><br>Study Smart Series 1<br>1-4 (B)                                    | <b>7</b><br>Intro to Computers 4<br>9:30—12:30 (A)<br><br>Study Smart Series 2<br>12:30—3:30(B)  |
| <b>10</b><br>Job Search Express<br>Series 1 & 2<br>9:30—4:30 (A)<br><br>Interview Skills 1<br>9:30—3:30 (B)                       | <b>11</b><br>Job Search 3 & 4<br>9:30—4:30 (A)<br><br>Budgeting For<br>Financial 1—3 (B)<br><br>LinkedIn In Lab<br>9:30—11:30 (RR)     | <b>12</b><br>Job Search 5 & 6<br>9:30—4:30 (A)<br><br>TRF Info 10:00 (B)<br>TRF Info 2:00 (B)   | <b>13</b><br>Job Search Express<br>Series 7 & 8<br>10:30—4:30 (A)<br><br>Interview Skills 2<br>10:30-4:30 (B)                | <b>14</b><br>Interview Skills 3<br>9—12 (B)  |
| <b>17</b><br>Career Planning Prep<br>9:30—12 (A)<br><br>Interview Skills 4<br>1-4 (B)   | <b>18</b><br>Career Planning 1<br>9:30—3:30 (B)<br><br>Resumes/ Cover<br>Letters<br>9:30—4:30 (A)                                      | <b>19</b><br>Career Planning 2<br>9:30—3:30 (B)<br><br>What's Happening to<br>the Labour Market?<br>1-4 (A)                                   | <b>20</b><br>Career Planning 3<br>10:30—4:30 (B)<br><br>Access 1 million<br>Employers Through<br>Reference Canada<br>1-4 (A) | <b>21</b><br>Career Planning 4<br>9—12 (B)<br><br>Hidden Job Market<br>12:30—3:30 (A)  |
| <b>24</b><br>Moving Forward 1-2<br>9:30—4:30 (B)<br><br>Pre-app Info Session<br>9:30—10:30 (A)<br><br>Next Gen Resumes<br>1—4 (A) | <b>25</b><br>Moving Forward 3-4<br>9:30—4:30 (B)<br><br>Ace Your Elevator<br>Pitch 1:30—4 (A)<br><br>LinkedIn In Lab<br>9:30—11:30 (A) | <b>26</b><br>Career Planning<br>Debrief (times TBD)<br><br>Moving Forward 5-6<br>9:30—4:30 (A)<br><br>TRF Info 10:00 (B)<br>TRF Info 2:00 (B) | <b>27</b><br>Moving Forward 7-8<br>10:30—4:30 (B)<br><br>Resumes/ Cover<br>Letters<br>10:30—4:30 (A)                         | <b>28</b><br>Moving Forward 9-10<br>9:30—3:30 (B)<br><br>Hidden Job Market<br>9—12 (A)<br><br>Jobs and the Gig<br>Exconomy<br>9—12 (A) |

### FREE SERVICES AND RESOURCES:

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

Times and dates are subject to change.

Registration required, call 604-263-5005 to register.

*You will 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:

## **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 1—5**

This 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.

## **Social Media 101 / LinkedIn Lab**

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.

## **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.

## **Resumes**

Learn how to write a resume section by section while creating a rough draft. Focus on developing content and how to tailor your resume to a specific job posting. Practice reading a posting, identifying key words, and creating statements that showcase your skills and accomplishments.

## **What’s Happening in the Labour Market?**

Learn about the trends that will mark the current and future labour market. Learn about online tools where you can research and find where the jobs are and their outlook. Labour Market Information is vital when job search in order to make informed decisions

## **Next Generation Resumes**

In today's digital age, the traditional print-based résumé is often not enough. Complement it with Next Gen Resumes (online portfolios, personal websites, Infographic resumes, video resumes, etc.) to build your personal brand

## **Jobs and the Gig Economy**

The trend toward a gig economy has begun (reduction of stable, F/T jobs, and the increase of freelancing, self employment, short term contracts, etc.) Get more work, take more time off, and finance the life you want

## **Will Your Job Exist in 2028?**

Learn about the trends that will mark the future labour market and discuss how automation and technology will affect your job or industry. How will this impact the way we work and how can we prepare for the transition?

## **Ace Your Elevator Pitch**

Networking is key to find job opportunities and it all starts by meeting new people and building rapport. A powerful and professional elevator pitch will help you project a positive first impression, “break the ice”, and keep the conversation going

## **Access 1 million Employers With Reference Canada**

Use Reference Canada to make hundreds of new Employer contacts! Topics Covered: Networking, data management, employer locations, business size and turnover, staff directory, financial information, contact numbers, and much more! Please bring your Vancouver Public Library card to this workshop

**IF YOUR SCHEDULE NEEDS SOME FLEXIBILITY, WE ALSO OFFER ONLINE WORKSHOPS WHICH YOU CAN DO FROM HOME OR HERE IN THE RESOURCE ROOM. PLEASE SPEAK WITH YOUR CASE MANAGER TO LEARN MORE.**