

1256 Granville St. (2nd Floor), Vancouver, BC | Tel. 604-605-4666 | careerzone@ywcavan.org | ywcajobseeker.org/youth

Online Workshops | October 2022

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> <p>FREE SERVICES AND RESOURCES:</p> <ul style="list-style-type: none"> • 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 <p>Times and dates are subject to change. <i>Registration required, call 604-605-4666 to register.</i></p>
3 1:00—4:00 Career Planning	4	5 11:30—1:00 Interview Skills	6	7	
10 OFFICE CLOSED 	11	12 11:30—1:00 Networking Strategies	13	14	
17 2:00—4:00 Resume Basics	18	19 11:30—1:00 Job Search Strategies	20	21	
24 2:00—4:00 Cover Letters	25	26 11:30—1:00 Interview Skills	27	28	
31 2:00—4:00 Workplace Communication					

WORKSHOP DESCRIPTIONS:

Career Planning

Guided by assessment tools, this workshop will help you discover which careers and work environments are best suited for your personality, skills, values and interests. You'll understand yourself better, as well as learn the impacts of labour market trends, so that you can make an informed decision on your career goals. (1 session; 3 hours)

Job Search Strategies

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! (1.5 hours)

Resume Basics

Six seconds! That's the average amount of time a typical employer will spend looking at your resume when you apply for a job. 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 resume that will ensure employers invite you to an interview to learn more about what you can offer. (2 hours)

Cover Letters

Cover Letters are a must! Like salt and pepper, they go with every resume. At this workshop, you'll learn how to grab an employer's attention, showing them your desire to work for their company and your passion for the work you do. We'll also cover how to decode job postings, and express your values and achievements in a way that speaks directly to the employer's needs. (2 hours)

Interview Skills

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! (1.5 hours)

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. (1.5 hours)

Workplace Communications

At any new job, understanding your rights and responsibilities as an employee, as well as those of your employer, is fundamental to succeeding. We'll take you through how to communicate in the workplace, as well as strategies to maintain employment. At this workshop, you'll learn about passing probation and handling stress, gossip and punctuality – all essential skills in sustaining employment. (2 hours)