

Mon	Tue	Wed	Thu	Fri
2 ET 1: Job Search Bootcamp 9:30am-12:30pm	3	4 ET 2: Identifying Skills & Accomplishments 9:30am-12:00pm	5 ET 3: Write your Winning Resume 9:30am-12:30pm	6 Second Career Information Session 9:30-11:00am
9 ET 4: Dynamic Cover Letters 9:30am-12:00pm	10 ET 5 & 6: Hidden Job Market 9:30-4:00	11 Using Social Networking 9:30am-12:00pm YOUTH JOB SEARCH 2:00-4:00pm	12	13 Computer Lab 9:30-11:30am
16 ET 7: Interview Strategies 9:30am-12:30pm	17	18 ET 8: Mock Interviews *by appointment only* 9:30am-12:00pm ET 9 & 10: Mock Interview Review & Job Search Review 1:30-4:00pm	19 Resume Clinic *by appointment only* 9:30am-12:00pm	20 Apprenticeship Information Session 2:00-3:00pm
23	24	25 Know your Personality Dimensions 9:30am-12:30pm YOUTH JOB SEARCH 2:00-4:00pm	26	27 Second Career Information Session 9:30-11:00am Career Exploration: Labour Market Information & Decision Making 12:30-4:00pm
30 Straight talking: the art of assertiveness 9:30am-1:00pm	<p>Employment Training Program (ET) is a certificate program that is designed to guide and support you through each step of your job search journey. You'll gain a clear perspective, develop strategic job search methods, and network along the way.</p>			

April Workshop/Info Session Descriptions

ET 1: Job Search Bootcamp: A workshop designed to assess your job search knowledge and identify where you need to focus your job search efforts. You'll discover where you are on the Job Loss Rollercoaster, brainstorm ways to overcome barriers to employment, and set MART goals for a strategic job search. **April 2**

ET 2: Identifying Skills & Accomplishments: To have the most effective resume, you must first identify your skills and create accomplishment statements. In this workshop, you'll decide what skills to include on your resume and learn to write accomplishments that will help make your resume more competitive. *Note: This is a pre-requisite before attending the Resume workshop!*
April 4

ET 3-7: Winning Resumes, Dynamic Cover Letters, Hidden Job Market, & Interview Strategies: We've updated our content and added exciting activities to help better prepare you for your job search. Learn about branding statements, creating effective resumes, traditional and T-Bar cover letters, informational interviews, networking, and strategies on how to answer tough interview questions. Don't miss these essential workshops! **April 5, 9, 10, & 16**

ET 8: Mock Interviews: Performing well in an interview is the most important piece of your job search puzzle. This is an exciting opportunity to have your interview skills captured on tape! *Note: You must attend the Interview Strategies workshop before booking a mock interview.*
April 18

ET 9 & 10: Mock Interview & Job Search Reviews: Watch your mock interview and receive professional and peer feedback. Learn from your mistakes now so you can succeed at the real thing! We'll also include a fun and interactive review of all the Employment Training Program content from Bootcamp, Skills & Accomplishments, Resumes, Cover Letters, Hidden Job Market, & Interview Strategies. **April 18**

Second Career Information: Second Career is an Ontario Government program that helps you train for a new job. If you were laid off any time after January 1, 2005 you may be eligible to apply for Second Career. This session will provide step-by-step information about the eligibility and suitability criteria for Second Career and will discuss the financial support that may be available, along with direction for next steps in the process. **April 6 & 27**

Apprenticeship Information: Apprenticeship is a hands-on training program for people who want to work in a skilled trade that can lead to a rewarding career in a high demand market. This session discusses some of the skilled trades in Ontario and the process for becoming an apprentice. **April 20**

Using Social Networking: Are you concerned that your job search efforts are suffering because you're just not sure how to do it in this electronic age? Come out to this workshop and we'll take an in-depth look at LinkedIn and how it is impacting the hiring process. Together we'll walk through a LinkedIn profile and navigate the tools that LinkedIn has to offer that will help you gain and keep that competitive edge.
April 11

Computer Lab: Are you good with computers but need to build your confidence? In this self-directed workshop you'll be given time to explore a variety of computer programs and skills, such as typing; email; internet; on-line safety; devices; digital skills; Photoshop; Graphics; Blogs; Facebook; LinkedIn; Cloud computing; MS Office Suite (2000, 2003, 2007, 2010, 2013, 2016, XP); Reading; Math; Life Skills; Money Management; & Workplace Skills. **April 13**

Know your Personality Dimensions: Thinking about changing your career? Do you really know who you are? Do you know how to express yourself appropriately? Do you appreciate yourself and others? Well, here is the good news: Most of these questions can be answered through the Personality Dimensions assessment which will reveal your temperament preferences. The knowledge of your temperament/nature will create a common language of understanding of yourself and others. Don't miss this fun and interactive workshop!
April 25

Career Exploration 4: Labour Market Information and Decision Making: This workshop explores the ever-changing Labour Market landscape and the affects it has on our job choices. You'll learn about and use tools, tips and research techniques that will help you choose the best career option for you. **April 27**

Straight talking: the art of assertiveness: At work we communicate across functions and levels, making it essential that we possess the ability to communicate with one another effectively and clearly. That is why we need to learn to be assertive! In this workshop, we'll discuss the differences between submissive, assertive, and aggressive behaviour and we explore the principles we need to apply to act assertively.
April 30

YOUTH JOB SEARCH: Are you 15-29? Do you need some guidance on how to write an effective resume? Nervous about interviews? Not sure what education you should pursue? Finished school and need to figure out what do with your education? Meet with our Facilitator and other youth sharing the same concerns. Together you'll work on exploring career or educational pathways; learn about and receive help with an effective job search; and gain the skills necessary to find and keep a job. **April 11 & 25 or call to book a personal appointment**