

Mon	Tue	Wed	Thu	Fri
3 Labour Day Closed	4	5	6	7
10	11 ET 1: Job Search Bootcamp 1:00-4:00pm	12 ET 2: Identifying Skills & Accomplishments 9:30am-12:00pm Second Career Information Session 2:30-4:00pm	13 ET 3: Write your Winning Resume 9:30am-12:30pm YOUTH JOB SEARCH <i>Resumes</i> 2:00-4:00pm	14 ET 4: Dynamic Cover Letters 9:30am-12:00pm
17 ET 5 & 6: Hidden Job Market 9:30am-4:00pm	18 Using Social Networking 9:30am-12:00pm YOUTH JOB SEARCH <i>Employment Standards Act and Health & Safety</i> 2:00-4:00pm	19 ET 7: Interview Strategies 9:30am-12:30pm	20	21
24	25 ET 8: Mock Interviews *by appointment only* 9:30am-12:00pm ET 9 & 10: Mock Interview Review & Job Search Review 1:30-4:00pm	26 Experience Counts! Marketing Skills for the Mature Worker 9:30am-1:00pm YOUTH JOB SEARCH <i>Ace that Interview!</i> 2:00-4:00pm	27 Resume Clinic *by appointment only* 9:30am-12:00pm Computer Lab 1:30-3:30pm	28 Second Career Information Session 9:30-11:00am Apprenticeship Information Session 2:00-3:00pm

September 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 SMART goals for a strategic job search. **September 11**

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!* **September 12**

September Workshop/Info Session Descriptions

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! **September 13, 14, 17, & 19**

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.* **September 25**

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. **September 25**

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. **September 12 & 28**

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. **September 28**

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. **September 18**

Experience Counts! Marketing Skills for the Mature Worker: Do you think employers are making hiring decisions based on age? Unfortunately, there are some biases and misconceptions that do exist. We can't change our age, but we can change assumptions that are made about us "over 40 job searchers". It just requires some preparation. Join us for this informative workshop to gain some strategic methods to help you triumph over negative age-related stereotypes! **September 26**

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. Laptops will be provided, but if you have your own, feel free to bring it. *We also recommend that you bring headphones or ear-buds to listen to the tutorials.* **September 27**

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? Book an appointment to meet with our Resources & Information Specialist and attend our monthly workshops to learn about effective job search strategies and meet with our Business Liaisons!

Call to book your appointment and register for our workshops on September 13, 18, & 26