

Mon	Tue	Wed	Thu	Fri
2	3 <i>Referral only</i> ET 1: Job Search Bootcamp 9:30am-1:00pm	4 Apprenticeship Information Session 3:00-4:00pm	5 <i>Referral only</i> ET 2: Identifying Skills & Accomplishments 9:30am-1:00pm	6 <i>Referral only</i> ET 3: Write your Winning Resume 9:30am-1:00pm
9 <i>Referral only</i> ET 4: Dynamic Cover Letters 9:30am-12:00pm	10 <i>Referral only</i> ET 5 & 6: Hidden Job Market 9:30am-1:00pm	11 YOUTH JOB SEARCH 10:00am-12:00pm Resume Clinic *by appointment only* 2:00-4:00pm	12 <i>Referral only</i> ET 7: Interview Strategies 9:30am-12:30pm ET 8: Mock Interviews *by appointment only* 2:00-4:00pm	13 <i>Referral only</i> ET 9 & 10: Mock Interview Review & Job Search Review 9:30am-12:00pm
16 Using Social Networking 9:30am-12:00pm	17	18	19	20
23	24 Second Career Information 2:00-3:30pm	25	26	27 GUEST SPEAKER RUTH BERRY Intermediate MS Word 9:30-11:30am
30	<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 SMART goals for a strategic job search. **April 3**

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 5**

March 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! **April 6, 9, 10, & 12**

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 12**

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 13**

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 24**

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 4**

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 16**

Intermediate MS Word with Ruth Berry: Are you looking to learn about more features in Microsoft Word 2010? Participants will learn advanced formatting, use Word 2010 drawing tools, create and manage tables, and work with column layouts. Pre-register as spaces are limited! **April 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 to do with your education? Book an appointment to meet with our Facilitator and attend our monthly workshop to learn about effective job search strategies and meet with our Business Liaisons!

Call to book your appointment and register for the April 11th Workshop