

Mon	Tue	Wed	Thu	Fri
	1	2	3	4 <i>Referral only</i> ET 1: Job Search Bootcamp 9:30am-1:00pm YOUTH JOB SEARCH 2:00-4:00pm
7 <i>Referral only</i> ET 5 & 6: Hidden Job Market 9:30am-1:00pm	8 <i>Soft Skills Solutions Certificate Program Workplace Communication</i> 9:30am-4:00pm	9 Career Exploration: Skills & Abilities 9:30am-12:30pm	10 <i>Referral only</i> ET 4: Dynamic Cover Letters 9:30am-12:00pm Apprenticeship Information Session 2:00-4:00pm	11
14 <i>Soft Skills Solutions Certificate Program Personal Management</i> 9:30am-4:00pm	15 <i>Referral only</i> ET 2: Identifying Skills & Accomplishments 9:30am-1:00pm Second Career Information 2:00-3:30pm	16	17 <i>Referral only</i> ET 3: Write your Winning Resume 9:00am-4:00pm	18 <i>Soft Skills Solutions Certificate Program Teamwork</i> 9:00am-4:00pm
21 Victoria Day CLOSED	22 <i>Referral only</i> ET 7: Interview Strategies 9:30am-12:30pm ET 8: Mock Interviews *by appointment only* 2:00-4:00pm	23 <i>Referral only</i> ET 9 & 10: Mock Interview Review & Job Search Review 9:30am-12:00pm	24	25
28 <i>Soft Skills Solutions Certificate Program Problem Solving & Critical Thinking</i> 9:30am-4:00pm	29 Resume Clinic *by appointment only* 9:30-11:30am	30 <i>Soft Skills Solutions Certificate Program Professional & Skills Advancement</i> 9:30am-4:00pm	31 GUEST SPEAKER RUTH BERRY Professional Development through Lynda.com 9:30-11:30am 	

May 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. **May 4**

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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!* **May 15**

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! **May 7, 10, 17, & 22**

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.* **May 22**

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. **May 23**

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. **May 15**

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. **May 10**

Soft Skills Solutions Certificate Program: With a diverse and ever-changing workforce, employers continue to struggle to find employees who not only have the right technical skills, but also have the right soft skills. Master the workplace skills that are in demand by signing up for this free 5-day training course! **May 8, 14, 18, 28, & 30**

Career Exploration: Workplace Skills & Abilities: Join us for this effective workshop where you will complete the COPSsystem - a career awareness program consisting of three measures - interests, abilities, and work values. This unique program will outline possible jobs inside of 14 career clusters, helping you to identify what future job opportunities might suit you best. **May 9**

Professional Development through Lynda.com with Ruth Berry: If you're in the market to upgrade or learn new skills but don't have the budget, check out this new seminar with Ruth Berry from the Keswick Library. Learn how she can help you access Lynda.com for free and she'll do a live demo on how the site works. Don't miss this exciting seminar! **May 31**

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! **Book an appointment and join the workshop on May 4**