

Mon	Tue	Wed	Thu	Fri
<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>				1
<p>4</p> <p><i>Referral only</i> ET 1: Job Search Bootcamp 9:30am-1:00pm</p>	<p>5</p> <p>YOUTH HIRING EVENT <i>Full & Part Time Opportunities!</i> <i>Bring Your Resume</i> 10:00am-6:00pm</p>	<p>6</p> <p>Apprenticeship Information Session 9:30-10:30am</p>	<p>7</p> <p><i>Referral only</i> ET 2: Identifying Skills & Accomplishments 9:30am-1:00pm</p>	<p>8</p> <p><i>Referral only</i> ET 4: Dynamic Cover Letters 9:30am-12:00pm</p>
<p>11</p> <p><i>Referral only</i> ET 5 & 6: Hidden Job Market 9:30am-1:00pm</p>	<p>12</p> <p>Using Social Networking 9:30am-12:00pm</p>	<p>13</p>	<p>14</p> <p><i>Referral only</i> ET 3: Write your Winning Resume 9:00am-4:00pm</p>	<p>15</p> <p>GUEST SPEAKER RUTH BERRY Excel for Beginners & Lynda.com Demo 9:30-11:30am</p>
<p>18</p>	<p>19</p> <p>Second Career Information 2:00-3:30pm</p>	<p>20</p> <p>Resume Clinic <i>*by appointment only*</i> 9:30-11:00am</p>	<p>21</p>	<p>22</p> <p>Career Exploration: Skills & Abilities 9:30am-12:30pm</p> <p>YOUTH JOB SEARCH 2:00-4:00pm</p>
<p>25</p> <p><i>Referral only</i> ET 7: Interview Strategies 9:30am-12:30pm</p> <p>ET 8: Mock Interviews <i>*by appointment only*</i> 2:00-4:00pm</p>	<p>26</p> <p><i>Referral only</i> ET 9 & 10: Mock Interview Review & Job Search Review 9:30am-12:00pm</p>	<p>27</p>	<p>28</p> <p>Opportunities to Work from Home 9:30am-1:00pm</p>	<p>29</p>

June 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. **June 4**

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!* **June 7**

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! **June 8, 11, 14, & 25**

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.* **June 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. **June 26**

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. **June 19**

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. **June 6**

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. **June 12**

Excel for Beginners & Lynda.com Demo with Ruth Berry: Working with figures and data can be a challenging task, but Microsoft Excel makes organizing a spreadsheet simple and efficient. This class introduces participants to Excel 2013, including how to navigate an Excel spreadsheet, how to insert and format data, and how to work with simple formulas. *Bonus: Ruth will do a walk-through demo of the professional development site: Lynda.com!* **June 15**

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. **June 22**

Opportunities to Work from Home: Does your life circumstance keep you from working outside of the home? Have you ever thought of working from home but wondered if some of those opportunities you have heard about are for real? Then you won't want to miss this new workshop! **June 28**

YOUTH JOB SEARCH: Are you 15-29? **Check out our YOUTH HIRING EVENT this month!!!** 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 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 June 22