

Mon	Tue	Wed	Thu	Fri
2 Closed in Lieu of Canada Day	3	4 <i>Referral only</i> ET 1: Job Search Bootcamp 9:30am-1:00pm	5 YOUTH JOB SEARCH 2:00-4:00pm	6 <i>Referral only</i> ET 2: Identifying Skills & Accomplishments 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	12 <i>Referral only</i> ET 3: Write your Winning Resume 9:00am-4:00pm	13 Team Work 9:00am-4:00pm
16	17 Second Career Information 2:00-3:30pm	18 Book now! Meet with a Job Developer. 	19 <i>Referral only</i> ET 7: Interview Strategies 9:00am-12:00pm ET 8: Mock Interviews *by appointment only* 1:00-4:00pm	20 <i>Referral only</i> ET 9 & 10: Mock Interview Review & Job Search Review 9:00am-12:00pm
23 Apprenticeship Information Session 9:30-10:30am	24 Job Smarts: Effective Communication in the Workplace 9:30-11:30am	25	26 Resume Clinic *by appointment only* 9:30-11:30am	27
30 <i>Referral only</i> Career Exploration: Skills & Abilities 9:30am-12:30pm	31 Job Retention: How to Keep your Job 9:30-11:30am	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.		

July 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. **July 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!* **July 6**

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! **July 9, 10, 12, & 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. **July 19**

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. **July 20**

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. **July 17**

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. **July 23**

Job Smarts: Effective Communication in the Workplace: This workshop focuses on the communication cycle and its impact on effective communication within the workplace. Topics include various modes of communication, face-to-face, phone, text, e-mail, and social media. Sharpen your communication skills and gain strategies to deal with future workplace communication barriers/challenges. **July 24**

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. **July 30**

Job Retention: How to Keep your Job: A workshop focused on the professional "You". You will explore ways to better market yourself to employers by understanding the essential skills needed for job readiness. This interactive workshop will enable participants to evaluate their level of job readiness and how to retain meaningful employment. **July 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 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 July 5**