



# Keswick Employment Services September 2018

Mon	Tue	Wed	Thu	Fri
<b>3</b>  <b>Labour Day Closed</b>	<b>4</b>  <i>Referral only</i> ET 2: Identifying Skills & Accomplishments 9:30am-1:00pm	<b>5</b>  <b>YOUTH JOB SEARCH</b> <i>Career Cruising</i> 1:00-4:00pm	<b>6</b>	<b>7</b>  <i>Referral only</i> ET 3: Write your Winning Resume 9:00am-4:00pm
<b>10</b>  <i>Referral only</i> ET 1: Job Search Bootcamp 9:30am-1:00pm	<b>11</b>  <i>Referral only</i> ET 5 & 6: Hidden Job Market 9:30am-1:00pm	<b>12</b>  <i>Referral only</i> ET 4: Dynamic Cover Letters 9:30am-12:00pm  <b>YOUTH JOB SEARCH</b> <i>Employment Standards Act and Health &amp; Safety</i> 1:00-4:00pm	<b>13</b>  <i>Referral only</i> ET 7: Interview Strategies 9:00am-12:00pm  ET 8: Mock Interviews *by appointment only* 1:00-4:00pm	<b>14</b>  <i>Referral only</i> ET 9 & 10: Mock Interview Review & Job Search Review 9:00am-12:00pm
<b>17</b>  Apprenticeship Information Session 9:30-10:30am	<b>18</b>  Second Career Information 2:00-3:30pm  <b>YOUTH JOB SEARCH</b> <i>Resumes</i> 3:30-4:30pm	<b>19</b>	<b>20</b>	<b>21</b>  <i>Referral only</i> Career Exploration: Personality & Fit 9:30am-2:00pm
<b>24</b>  Resume Clinic *by appointment only* 9:30-11:30am	<b>25</b>  <b>YOUTH JOB SEARCH</b> <i>Interviews</i> 3:30-4:30pm	<b>26</b>  <i>Referral only</i> Career Exploration: Skills & Abilities 9:30am-12:30pm	<b>27</b>  <i>Referral only</i> Opportunities to Work from Home 9:30am-1:00pm	<b>28</b>

## 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 10**

**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 4**

## 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 7, 11, 12, & 13**

**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 13**

**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 14**

**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 18**

**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 17**

**Career Exploration: Personality & Fit:** In this highly interactive workshop you will have a chance to do some self-discovery and understand what makes you "tick." You'll learn about your temperament or "colour" and how that affects your skill set, interests, and values. You'll explore similarities and differences with other temperaments through group work, team building, and "stretching" exercises. Don't miss this incredible workshop! **September 21**

**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. **September 26**

**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! **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 to do with your education? Book an appointment to meet with our Resource & Information Specialist and attend our workshops to learn about effective job search strategies and meet with our Business Liaisons! **Book an appointment and join the workshops on September 5, 12, 18, & 25**