



Keswick Employment Services December 2018

Mon	Tue	Wed	Thu	Fri
3 Apprenticeship Information Session 9:30-10:30am	4	5 <i>Referral only</i> ET 1: Job Search Bootcamp 9:30am-1:00pm	6 <i>Referral only</i> ET 7: Interview Strategies 9:00am-12:00pm ET 8: Mock Interviews <i>*by appointment only*</i> 1:00-4:00pm	7 <i>Referral only</i> ET 9 & 10: Mock Interview Review & Job Search Review 9:00am-12:00pm
10	11 <i>Referral only</i> ET 2: Identifying Skills & Accomplishments 9:30am-1:00pm YOUTH JOB SEARCH <i>Resumes</i> 3:30-4:30pm	12 Second Career Information 2:00-3:30pm	13 <i>Referral only</i> ET 3: Write your Winning Resume 9:30am-1:00pm	14
17 <i>Referral only</i> ET 5 & 6: Hidden Job Market 9:30am-1:00pm	18 <i>Referral only</i> ET 4: Dynamic Cover Letters 9:30am-12:00pm YOUTH JOB SEARCH <i>Interviews</i> 3:30-4:30pm	19	20 Resume Clinic <i>*by appointment only*</i> 9:30-11:30am	21
24	25 Christmas Day Closed	26 Boxing Day Closed	27	28
31	<p><i>HAVE YOU COMPLETED OUR EMPLOYMENT TRAINING PROGRAM?</i></p> <p><i>GET YOUR CERTIFICATE BEFORE 2018 RUNS OUT!</i></p>			

December 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. **December 5**

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!* **December 11**

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! **December 6, 13, 17, & 18**

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.* **December 6**

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. **December 7**

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. **December 12**

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. **December 3**

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 Resources & Information Specialist and attend our monthly workshops to learn about effective job search strategies and meet with our Business Liaisons!

Call to book your appointment and register for our workshops December 11 & 18