

Mon	Tue	Wed	Thu	Fri
	1 ET 1: Job Search Bootcamp 9:30am-12:30pm GUEST SPEAKER PRIMERICA: <i>How to Build a Career in the Financial Industry</i> 3:00-4:00pm	2 Second Career Information Session 9:30-11:00am GUEST SPEAKER LEGALSHIELD 1:00-2:00pm 	3 ET 2: Identifying Skills & Accomplishments 9:30am-1:00pm Apprenticeship Information Session 2:30-3:30pm	4 ET 3: Write your Winning Resume 9:30am-12:30pm ET 4: Dynamic Cover Letters 1:30-4:00pm
7	8 Opportunities to Work from Home 9:30am-12:30pm Resume Clinic *by appointment only* 1:30-4:00pm	9	10 ET 7: Interview Strategies 12:30-4:00pm YOUTH JOB SEARCH <i>Employment Standards and Health & Safety</i> 5:00-7:00pm	11 ET 5 & 6: Hidden Job Market 9:30am-4:00pm
14 <i>Soft Skills Solutions Certificate Program</i> Workplace Communication 9:30am-4:00pm	15 <i>Soft Skills Solutions Certificate Program</i> Teamwork 9:30am-4:00pm	16 ET 8: Mock Interviews *by appointment only* 9:30am-4:00pm	17 ET 9 & 10: Mock Interview Review & Job Search Review 12:30-4:00pm GUEST SPEAKER PRIMERICA: <i>How to Build a Career in the Financial Industry</i> 5:00-6:00pm GUEST SPEAKER MATTHEW LANGER, J.D. BARRISTER & SOLICITOR: <i>Making Employment Law Work for You.</i> 6:00-7:00pm 	18 <i>Soft Skills Solutions Certificate Program</i> Personal Management 9:30am-4:00pm
21 Victoria Day CLOSED	22 Career Exploration: Personality & Fit 9:30am-4:00pm Second Career Information Session 2:30-4:00pm	23 Career Exploration: Skills & Abilities 12:30-4:00pm	24 Career Exploration: Exploring Skills, Values & Change 9:30am-12:00pm Experience Counts! Marketing Skills for the Mature Worker 1:30-4:00pm YOUTH JOB SEARCH <i>Resumes</i> 5:00-7:00pm	25
28 <i>Soft Skills Solutions Certificate Program</i> Problem Solving & Critical Thinking 9:30am-4:00pm	29 <i>Referral only</i> FIRST AID 9:00am-5:00pm Career Exploration: Labour Market Information & Decision Making 9:30am-1:00pm	30 <i>Referral only</i> FIRST AID 9:00am-5:00pm 	31 <i>Soft Skills Solutions Certificate Program</i> Professional & Skills Advancement 9:30am-4:00pm	

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 1**

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 3**

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 4, 10, & 11**

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 16**

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 17**

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 2 & 22**

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 3**

Career Exploration Series: Changing careers can be scary and exciting all at the same time. This workshop series will de-mystify the whole career exploration process and give you the tools that you need to make a clear career decision. The series of 4 workshops is highly recommended to be done in order, but you can attend individual sessions as needed.

May 22, 23, 24, & 29

How to Build a Career in the Financial Industry with Primerica: Discover the possibilities of pursuing a career with an entrepreneurial spirit. Explore the concepts and opportunities that Primerica has to offer. **May 1 & 17**

LegalShield: Join Pat O'Grady as he discusses how LegalShield has been assisting individuals, families and business owners access lawyers and legal advice for over 45 years. As an added bonus, Pat will share ways you can access business opportunities with LegalShield. **May 2**

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! **May 8**

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 14, 15, 18, 28, & 31**

Making Employment Law Work for You: Financial Entitlements Owed when you Lose your Job with Matthew Langer, J.D., Barrister & Solicitor: Fired? Layed-off? Only got 2-weeks severance? Maybe you should have gotten 2- months severance! Join Matthew as he illustrates your financial entitlements and legal protections when losing a job. He'll also go over the most misunderstood sections of the ESA. **May 17**

Experience Counts! Marketing Skills for the Mature Worker: Do you think employers are making hiring decisions based on age? Unfortunately, there are some biases and misconceptions that do exist. We can't change our age, but we can change assumptions that are made about us "over 40 job searchers". It just requires some preparation. Join us for this informative workshop to gain some strategic methods to help you triumph over negative age-related stereotypes! **May 24**

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!

Call to book your appointment and register for our workshops on May 10 & 24