



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> <p>SPECIAL ANNOUNCEMENT: THERE ARE TWO (2) JOB FAIRS THIS MONTH</p>		<p>1</p> <p>ET 1: Job Search Bootcamp 1:00-4:00pm</p>	<p>2</p> <p>Second Career Information Session 9:30-11:00am</p> <p>ET 2: Identifying Skills & Accomplishments 12:30-4:00pm</p> <p>GUEST SPEAKER PRIMERICA: <i>How to Build a Career in the Financial Industry</i> 5:00-6:00pm</p>	<p>3</p> <p>ET 3: Write your Winning Resume 9:30am-12:30pm</p> <p>ET 4: Dynamic Cover Letters 1:30-4:00pm</p>
<p>6</p> <p>Civic Holiday Open!</p>	<p>7</p> <p>Career Exploration: Personality & Fit 9:30am-4:00pm</p> <p>YOUTH JOB SEARCH <i>Resumes</i> 1:00-4:00pm</p>	<p>8</p> <p>Career Exploration: Skills & Abilities 9:30am-12:30pm</p> <p>JOB FAIR 10:00am-12:00pm</p>	<p>9</p> <p>Career Exploration: Exploring Skills, Values & Change 9:30am-12:00pm</p> <p>Career Exploration: Labour Market Information & Decision Making 12:30am-4:00pm</p>	<p>10</p> <p>Apprenticeship Information Session 11:00am-12:00pm</p>
<p>13</p> <p>ET 5 & 6: Hidden Job Market 9:30am-4:00pm</p> <p>Straight talking: the art of assertiveness 1:00-4:00pm</p>	<p>14</p> <p>ET 7: Interview Strategies 9:30am-1:00pm</p> <p>Resume Clinic *by appointment only* 2:00-4:00pm</p>	<p>15</p> <p>GUEST SPEAKER SERVICE CANADA: <i>Employment Insurance</i> 9:30-11:00am</p> <p>YOUTH JOB SEARCH <i>Employment Standards Act and Health & Safety</i> 1:00-4:00pm</p>	<p>16</p> <p><i>Soft Skills Solutions Certificate Program</i> Workplace Communication 9:30am-4:00pm</p> <p>GUEST SPEAKER PRIMERICA: <i>How to Build a Career in the Financial Industry</i> 5:00-6:00pm</p>	<p>17</p> <p>ET 8: Mock Interviews *by appointment only* 9:30am-1:00pm</p>
<p>20</p> <p>ET 9 & 10: Mock Interview Review & Job Search Review 9:30am-12:30pm</p>	<p>21</p> <p>Second Career Information Session 9:30-11:00am</p> <p>YOUTH JOB SEARCH <i>Interview Strategies</i> 1:00-4:00pm</p>	<p>22</p> <p>JOB FAIR 10:00am-2:00pm</p>	<p>23</p> <p><i>Soft Skills Solutions Certificate Program</i> Teamwork 9:30am-4:00pm</p>	<p>24</p> <p><i>Soft Skills Solutions Certificate Program</i> Personal Management 9:30am-4:00pm</p>
<p>27</p> <p>YOUTH JOB SEARCH <i>Customer Service</i> 1:00-4:00pm</p>	<p>28</p> <p><i>Ask us about getting your FIRST AID!</i></p>	<p>29</p>	<p>30</p> <p><i>Soft Skills Solutions Certificate Program</i> Problem Solving & Critical Thinking 9:30am-4:00pm</p>	<p>31</p> <p><i>Soft Skills Solutions Certificate Program</i> Professional & Skills Advancement 9:30am-4:00pm</p>

August 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. **August 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!* **August 2**

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! **August 3, 13, & 14**

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.* **August 17**

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. **August 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 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. **August 2 & 21**

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 how to be an apprentice. **August 10**

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. **August 7, 8, & 9**

August Workshop/Info Session Descriptions

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. **August 2 & 16**

Straight talking: the art of assertiveness: At work we communicate across functions and levels, making it essential that we possess the ability to communicate with one another effectively and clearly. That is why we need to learn to be assertive! In this workshop, we'll discuss the differences between submissive, assertive, and aggressive behaviour and we explore the principles we need to apply to act assertively. **August 13**

Need your First Aid? Ask us how we can help you get certified!

Employment Insurance with Service Canada: Attend this session if you want to learn more about Regular Benefits and Special Benefits, including Maternity, Parental, Sickness, and Family Caregiver. **August 15**

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! **August 16, 23, 24, 30, & 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 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 on August 7, 15, 21, & 27**