

Mon	Tue	Wed	Thu	Fri
3 Labour Day Closed	4 Second Career Information Session 9:30-11:00am	5 ET 1: Job Search Bootcamp 12:30-4:00pm	6 ET 2: Identifying Skills & Accomplishments 12:30-4:00pm	7 ET 3: Write your Winning Resume 9:30am-12:30pm ET 4: Dynamic Cover Letters 1:30-4:00pm
10 Resume Clinic *by appointment only* 9:30am-4:00pm  GUEST SPEAKER YELLOW BRICK HOUSE: <i>Healthy Homes</i> 9:30-11:00am	11 Career Exploration: Personality & Fit 9:30am-4:00pm	12 Career Exploration: Skills & Abilities 1:00-4:00pm	13 Career Exploration: Exploring Skills, Values & Change 9:30am-12:00pm Career Exploration: Labour Market Information & Decision Making 12:30am-4:00pm YOUTH JOB SEARCH <i>Resumes</i> 4:30-6:30pm GUEST SPEAKER PRIMERICA: <i>Debt Management</i> 5:00-6:00pm	14 ET 5 & 6: Hidden Job Market 9:30am-4:00pm
17 ET 7: Interview Strategies 9:30am-1:00pm Second Career Information Session 2:30-4:00pm	18 Up Skills for Work: ATTITUDE 9:30am-12:00pm Up Skills for Work: ACCOUNTABILITY 1:00-3:30pm	19 Up Skills for Work: MOTIVATION 9:30am-12:00pm	20 YOUTH JOB SEARCH <i>Interview Strategies</i> 4:30-6:30pm GUEST SPEAKER PRIMERICA: <i>How to Build a Career in the Financial Industry</i> 5:00-6:00pm	21 ET 8: Mock Interviews *by appointment only* 9:30am-12:30pm Apprenticeship Information Session 2:00-3:00pm
24  GUEST SPEAKER SERVICE CANADA: <i>Employment Insurance & Special Benefits</i> 1:30-3:00pm	25 ET 9 & 10: Mock Interview Review & Job Search Review 1:00-4:00pm	26 <i>Ask us about getting your FIRST AID!</i>	27 Opportunities to Work from Home 9:30am-12:30pm Computer Lab 1:30-3:30pm YOUTH JOB SEARCH <i>Employment Standards Act and Health & Safety</i> 5:00-7:00pm	28 Experience Counts! Marketing Skills for the Mature Worker 9:30am-12:30pm

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 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!* **September 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! **September 7, 14, & 17**

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 21**

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 25**

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 4 & 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. **September 21**

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. **September 11, 12, & 13**

Healthy Homes with Yellow Brick House: A brand new workshop that is offered to newcomers and immigrants to Canada about abuse and healthy relationships. **September 10**

Debt Management: How to Accelerate Payments with Primerica: Learn about the factors that affect your credit score; the different types of debt; and strategies to accelerate your debt payments. **September 13**

Up Skills for Work Series: Accountability, Motivation & Attitude: Now, more than ever, employers are identifying our soft skills as the most essential in the workplace. Attend these new and exciting workshops to help you put your best foot forward! **September 18 & 19**

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. **September 20**

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. **September 24**

Computer Lab: Are you good with computers but need to build your confidence? In this self-directed workshop you'll be given time to explore a variety of computer programs and skills. Laptops will be provided, but if you have your own, feel free to bring it. *We also recommend that you bring headphones or ear-buds to listen to the tutorials.* **September 27**

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**

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! **September 28**

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 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 September 13, 20, & 27