



Mon	Tue	Wed	Thu	Fri
1 ET 1: Job Search Bootcamp 12:30-4:00pm	2 ET 2: Identifying Skills & Accomplishments 12:30-4:00pm	3 ET 3: Write your Winning Resume 9:30am-12:30pm  <b>JOB FAIR</b> 10:00am-12:00pm ET 4: Dynamic Cover Letters 1:30-4:00pm	4 Career Exploration: Personality & Fit 9:30am-4:00pm <b>YOUTH JOB SEARCH</b> <i>Customer Service</i> 4:30-6:30pm <b>GUEST SPEAKER</b> PRIMERICA: <i>How to Build a Career in the Financial Industry</i> 5:00-6:00pm	5 Career Exploration: Skills & Abilities 12:30-4:00pm
8 <b>Thanksgiving Day Closed</b>	9 Career Exploration: Exploring Skills, Values & Change 9:30am-12:30pm  Career Exploration: Labour Market Information & Decision Making 1:00-4:00pm	10 Second Career Information Session 2:00-3:30pm	11 ET 5 & 6: Hidden Job Market 9:30am-4:00pm  <b>YOUTH JOB SEARCH</b> <i>Employment Standards Act and Health &amp; Safety</i> 4:30-6:30pm	12 ET 7: Interview Strategies 9:30am-1:00pm
15 ET 8: Mock Interviews *by appointment only* 9:30am-1:00pm	16 ET 9 & 10: Mock Interview Review & Job Search Review 9:30am-12:30pm	17 <b>Ask us about getting your FIRST AID!</b>	18 <i>Soft Skills Solutions Certificate Program</i> <b>Workplace Communication</b> 9:30am-4:00pm <b>YOUTH JOB SEARCH</b> <i>Resumes</i> 4:30-6:30pm <b>GUEST SPEAKER</b> PRIMERICA: <i>Will you be Ready for Retirement? RRSP Seminar</i> 5:00-6:00pm	19 <i>Soft Skills Solutions Certificate Program</i> <b>Teamwork</b> 9:30am-4:00pm
22 <i>Soft Skills Solutions Certificate Program</i> <b>Personal Management</b> 9:30am-4:00pm	23 <i>Soft Skills Solutions Certificate Program</i> <b>Problem Solving &amp; Critical Thinking</b> 9:30am-4:00pm	24 <i>Soft Skills Solutions Certificate Program</i> <b>Professional &amp; Skills Advancement</b> 9:30am-4:00pm	25 Apprenticeship Information Session 10:30-11:30am <b>GUEST SPEAKER</b> CPA: <i>Find your Path to the CPA Designation</i> 1:30-3:00pm <b>YOUTH JOB SEARCH</b> <i>Interviews</i> 4:30-6:30pm	26 Resume Clinic *by appointment only* 9:30am-1:00pm
29 Experience Counts! Marketing Skills for the Mature Worker 9:30am-12:30pm	30 <b>Ask us about completing your STRONG INTEREST INVENTORY®</b>	31 Straight talking: the art of assertiveness 9:30am-12:30pm	<b>SIGN UP FOR SOFT SKILLS SOLUTIONS TODAY.</b>  <b>IT WON'T BE BACK UNTIL 2019!</b>	

## October 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. **October 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!* **October 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! **October 3, 11, & 12**

**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.* **October 15**

**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. **October 16**

**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. **October 10**

**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. **October 25**

**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. **October 4, 5, & 9**

**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! **October 18, 19, 22, 23, & 24**

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*Look for flyers in the Resource Area for information on our Job Fairs and Guest Speakers*

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**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! **October 29**

**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. **October 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 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 every Thursday in October**