






Mon	Tue	Wed	Thu	Fri
	1 Straight talking: the art of assertiveness 9:30am-1:00pm	2	3 Experience Counts! Marketing Skills for the Mature Worker 9:30am-1:00pm	4
7 Civic Holiday Open! ET 1: Job Search Bootcamp 9:30am-12:30pm Second Career Information Session 2:00-3:30pm	8 ET 2: Identifying Skills & Accomplishments 9:30am-12:00pm	9 Check our website regularly for Job Fairs and Events 	10	11 Apprenticeship Information Session 2:30-3:30pm
14	15 ET 3: Write your Winning Resume 9:30am-12:30pm YOUTH JOB SEARCH 2:00-4:00pm	16	17	18 ET 4: Dynamic Cover Letters 9:30am-12:00pm
21 ET 5 & 6: Hidden Job Market Part I & II 9:30am-4:00pm	22	23 Book Now! to see an Employment Consultant. 	24 ET 7: Interview Strategies 9:30am-12:30pm Second Career Information Session 2:00-3:30pm	25 Resume Clinic *by appointment only* 9:30am-12:00pm
28 ET 8: Mock Interviews *by appointment only* 9:30am-12:30pm ET 9 & 10: Mock Interview Review & Job Search Review 1:30-4:00pm	29	30	31 Check www.jobskills.org/hotjobs/ for our "Hot Jobs" 	

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 7**

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 8**

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 15, 18, 21, & 24**

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 28**

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 28**

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. **August 7 & 24**

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. **August 11**

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 1**

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! **August 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? Join us bi-weekly to meet with our Facilitator and other youth sharing the same concerns. Together you'll work on exploring career or educational pathways; learn about and receive help with an effective job search; and gain the skills necessary to find and keep a job. **Call to book your appointment and register for the workshop on August 15**