



Brampton Employment Services September 2017

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>				1
4 Labour Day Closed	5	6	7	8
11	12	13 ET 1: Job Search Bootcamp 9:30am-12:30pm Second Career Information Session 2:00-3:30pm	14	15 Apprenticeship Information Session 2:30-3:30pm
18 ET 2: Identifying Skills & Accomplishments 9:30am-12:00pm YOUTH JOB SEARCH 2:00-4:00pm	19 ET 3: Write your Winning Resume 9:30am-12:30pm	20 ET 4: Dynamic Cover Letters 9:30am-12:00pm	21 ET 5 & 6: Hidden Job Market Part I & II 9:30am-4:00pm	22 Second Career Information Session 2:00-3:30pm
25 ET 7: Interview Strategies 9:30am-12:30pm	26 ET 8: Mock Interviews *by appointment only* 9:30am-12:30pm ET 9 & 10: Mock Interview Review & Job Search Review 1:30-4:00pm	27 Job Retention: How to Keep a Job 9:30-11:30am	28 Resume Clinic *by appointment only* 9:30am-12:00pm	29

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 13**

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 18**

September Workshop/Info Session Descriptions

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 19, 20, 21, & 25**

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 26**

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 26**

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 13 & 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. **September 15**

Job Retention: How to Keep a Job: A workshop focused on the professional "You". You will explore ways to better market yourself to employers by understanding the essential skills needed for job readiness. This interactive workshop will enable participants to evaluate their level of job readiness and how to retain meaningful employment. **September 27**

Resume Clinic: Job Skills offers monthly resume clinics to provide you with some one-on-one feedback. Be sure to register and come with your most up-to-date resume! **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 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 September 18**