



Mon	Tue	Wed	Thu	Fri
2 ET 1: Job Search Bootcamp 9:30am-12:30pm	3 Second Career Information Session 9:30-11:00am	4 ET 2: Identifying Skills & Accomplishments 9:30am-12:00pm	5 ET 3: Write your Winning Resume 9:30am-12:30pm	6
9 Thanksgiving Day Closed	10 ET 4: Dynamic Cover Letters 9:30am-12:00pm	11 ET 5: Hidden Job Market Part I 9:30am-12:30pm	12 ET 6: Hidden Job Market Part II 1:30-4:00pm	13 Apprenticeship Information Session 2:30-3:30pm
16 ET 7: Interview Strategies 9:30am-12:30pm YOUTH JOB SEARCH 2:00-4:00pm	17 Resume Clinic *by appointment only* 9:30am-12:00pm Second Career Information Session 2:00-3:30pm	18 ET 8: Mock Interviews *by appointment only* 9:30am-12:30pm ET 9 & 10: Mock Interview Review & Job Search Review 1:30-4:00pm	19 Using Social Networking 9:30am-12:00pm	20
23 Opportunities to Work from Home 9:30am-1:00pm	24	25 Computer Lab 10:00am-12:00pm	26	27
30	31 Job Smarts: Effective Communication in the Workplace 10:00am-12:00pm	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.		

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 2**

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 4**

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 5, 10, 11, 12, & 16**

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 18**

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 18**

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 3 & 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. **October 13**

Using Social Networking: Are you concerned that your job search efforts are suffering because you're just not sure how to do it in this electronic age? Come out to this workshop and we'll take an in-depth look at LinkedIn and how it is impacting the hiring process. Together we'll walk through a LinkedIn profile and navigate the tools that LinkedIn has to offer that will help you gain and keep that competitive edge. **October 19**

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! **October 23**

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: Typing, email, internet, on-line safety, devices, digital skills, Photoshop, Graphics, Blogs, Facebook, LinkedIn, MS Office Suite (2000, 2003, 2007, 2010, 2013, XP), Reading, Math, Life Skills, Money Management, & Workplace 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. **October 25**

Job Smarts: Effective Communication for the Workplace: This workshop focuses on the communication cycle and its impact on effective communication within the workplace. Topics include various modes of communication, face-to-face, phone, text, e-mail, and social media. Sharpen your communication skills and gain strategies to deal with future workplace communication barriers/challenges. **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 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 October 16**