

| Mon | Tue | Wed | Thu | Fri |
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| 1 New Year's Day Closed | 2 | 3 Apprenticeship Information Session 9:30-10:30am | 4 ET 1: Job Search Bootcamp 9:30am-1:00pm | 5 YOUTH JOB SEARCH 10:00am-12:00pm |
| 8 ET 2: Identifying Skills & Accomplishments 9:30am-1:00pm | 9 ET 3: Write your Winning Resume 9:30am-1:00pm Second Career Information Session 2:00-3:30pm | 10 | 11 ET 4: Dynamic Cover Letters 9:30am-12:00pm | 12 ET 5 & 6: Hidden Job Market 9:30am-1:00pm |
| 15 ET 7: Interview Strategies 9:30am-12:30pm ET 8: Mock Interviews *by appointment only* 2:00-4:00pm | 16 ET 9 & 10: Mock Interview Review & Job Search Review 9:30am-12:00pm | 17 Check our website regularly for Job Fairs and Events  | 18 Career Exploration: Skills & Abilities 9:30am-12:30pm | 19 Resume Clinic *by appointment only* 10:00am-12:00pm |
| 22 Using Social Networking 9:30am-12:00pm | 23 Second Career Information Session 2:00-3:30pm | 24 | 25 Opportunities to Work from Home 9:30am-1:00pm | 26 |
| 29 Book Now! to see an Employment Consultant.  | 30 | 31 GUEST SPEAKER STEVE WALSH Wills & Executors 9:30-11:30am | 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. | |

January 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. **January 4**

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! **January 8**

January 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! **January 9, 11, 12, & 15**

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. **January 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. **January 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. **January 9 & 23**

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. **January 3**

Career Exploration Skills & Abilities: Learn what skills and abilities you have, which ones you want to use, and where you need to develop to be competitive in today's labour market. **January 18**

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! **January 25**

Wills & Executors with Steve Walsh: This seminar will provide you with guidance on estate and retirement planning, caregiver responsibilities, considerations related to Power of Attorney, and what it means to be an Executor. Don't miss this informative seminar! **January 31**

ATTENTION YOUTH: 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 Facilitator and attend our monthly workshop to learn about effective job search strategies and meet with our Job Developers!

Call to book your appointment and register for the January 5 workshop!