

| Mon   | Tue  | Wed  | Thu  | Fri   |
|---|--|--|--|---|
| <p><b>Employment Training Program (ET)</b> 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> |  |  | <p><b>1</b></p> <p>Apprenticeship Information Session<br/>10:00-11:00am</p>  | <p><b>2</b></p> <p>ET 1: Job Search Bootcamp<br/>9:30am-1:00pm</p>                                      |
| <p><b>5</b></p> <p>ET 2: Identifying Skills &amp; Accomplishments<br/>9:30am-1:00pm</p>   | <p><b>6</b></p> <p>ET 4: Dynamic Cover Letters<br/>9:30am-12:00pm</p> <p>Second Career Information Session<br/>2:00-3:30pm</p> | <p><b>7</b></p>  | <p><b>8</b></p> <p>ET 3: Write your Winning Resume<br/>9:30am-1:00pm</p>   | <p><b>9</b></p>   |
| <p><b>12</b></p>  | <p><b>13</b></p> <p>ET 5 &amp; 6: Hidden Job Market<br/>9:30am-1:00pm</p>  | <p><b>14</b></p> <p><b>YOUTH JOB SEARCH</b><br/>10:00am-12:00pm</p>                        | <p><b>15</b></p> <p>Career Exploration: Skills &amp; Abilities<br/>9:30am-12:30pm</p>  | <p><b>16</b></p>  |
| <p><b>19</b></p> <p><b>Family Day Closed</b></p>  | <p><b>20</b></p> <p>Second Career Information Session<br/>2:00-3:30pm</p>  | <p><b>21</b></p>   | <p><b>22</b></p> <p>ET 7: Interview Strategies<br/>9:30am-12:30pm</p> <p>ET 8: Mock Interviews<br/>*by appointment only*<br/>2:00-4:00pm</p> | <p><b>23</b></p> <p>ET 9 &amp; 10: Mock Interview Review &amp; Job Search Review<br/>9:30am-12:00pm</p> |
| <p><b>26</b></p> <p>Resume Clinic<br/>*by appointment only*<br/>9:30-11:30am</p>  | <p><b>27</b></p> <p>Experience Counts! Marketing Skills for the Mature Worker<br/>9:30am-1:00pm</p>                            | <p><b>28</b></p> <p>Job Searching when You're 60+<br/>9:30am-12:30pm</p> <p><b>NEW</b></p> |  |   |

## February 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. **February 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!* **February 5**

## February 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! **February 6, 8, 13, & 22**

**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.* **February 22**

**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. **February 23**

**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. **February 6 & 20**

**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. **February 1**

**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. **February 15**

**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! **February 27**

**Job Searching when You're 60+:** Are you struggling to bridge the gap between career and retirement? Join us for this comprehensive workshop where we explore the myths, stereotypes, and barriers often faced by job seekers over 60. We'll also discover your motivation, uncovering exactly what it is you want (or don't want) in your next job, and help you develop strategies to identify and achieve your goals. **February 28**

**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 February 14 workshop!**