



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>			1	2 Apprenticeship Information Session 9:30-10:30am
5 <i>Referral only</i> ET 1: Job Search Bootcamp 9:30am-1:00pm	6 <i>Referral only</i> ET 2: Identifying Skills & Accomplishments 9:30am-1:00pm  <i>Hiring Event</i> East Gwillimbury 10:00am-2:00pm	7	8 <i>Referral only</i> ET 3: Write your Winning Resume 9:00am-4:00pm	9 <i>Referral only</i> ET 4: Dynamic Cover Letters 9:30am-12:00pm
12 YOUTH JOB SEARCH <i>Team Work</i> 9:00am-4:00pm	13 YOUTH JOB SEARCH <i>Interview Preparation</i> 9:00am-12:00pm	14 YOUTH JOB SEARCH <i>Practice Interviews</i> 1:00-4:00pm	15 YOUTH JOB SEARCH <i>Interview Reviews</i> 9:00am-12:00pm	16 YOUTH JOB SEARCH <i>Resume Writing</i> 10:00am-12:00pm
19 <i>Referral only</i> ET 5 & 6: Hidden Job Market 9:30am-1:00pm	20 Second Career Information Session 2:00-3:30pm	21 <i>Referral only</i> ET 7: Interview Strategies 9:30am-12:30pm  ET 8: Mock Interviews *by appointment only* 2:00-4:00pm	22 <i>Referral only</i> ET 9 & 10: Mock Interview Review & Job Search Review 9:30am-12:00pm	23
26 <i>Referral only</i> Career Exploration: Skills & Abilities 9:30am-12:30pm	27 Resume Clinic *by appointment only* 9:30am-12:00pm	28 <i>Referral only</i> Straight Talking: The Art of Assertiveness 9:30am-1:00pm	29	30 <b>Good Friday Closed</b>

## March 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. **March 5**

**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!* **March 6**

## March 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! **March 8, 9, 19, & 21**

**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.* **March 21**

**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. **March 22**

**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. **March 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. **March 2**

**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. **March 26**

**MARCH BREAK ADVANTAGE:** Are you 15-29 and looking for some job search support? Join us for these exciting workshops to help you get a head start on that job search.

**Teamwork – March 12**

**Interview Preparation – March 13**

**Practice Interviews – March 14**

**Interview Reviews – March 15**

**Resume Writing – March 16**

**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. **March 28**