



Keswick 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	<p>5 ET 1: Job Search Bootcamp 9:30am-1:00pm</p>	<p>6 Career Exploration: Personality & Fit 9:00am-4:00pm</p>	<p>7 ET 2: Identifying Skills & Accomplishments 1:00-4:00pm <i>Hiring Event</i> 9:00am-1:00pm</p>	<p>8 ET 3: Write your Winning Resume 9:30am-1:00pm <i>Hiring Event</i> 10:00am-2:00pm</p>
<p>11 ET 4: Dynamic Cover Letters 9:30am-12:00pm</p>	<p>12 ET 7: Interview Strategies 9:30am-1:00pm Second Career Information Session 2:00-3:30pm</p>	<p>13 ET 8: Mock Interviews *by appointment only* 9:30am-12:00pm ET 9 & 10: Mock Interview Review & Job Search Review 1:00-4:00pm</p>	<p>14 Apprenticeship Information Session 9:30-10:30am</p>	<p>15</p>
<p>18 ET 5 & 6: Hidden Job Market 9:30am-1:00pm</p>	<p>19 Career Exploration: Skills & Abilities 9:30am-12:30pm YOUTH JOB SEARCH 2:00-4:00pm</p>	<p>20</p>	<p>21 Resume Clinic *by appointment only* 9:30-11:30am</p>	<p>22</p>
<p>25 Using Social Networking 9:30am-12:00pm</p>	<p>26 Second Career Information Session 2:00-3:30pm</p>	<p>27</p>	<p>28</p>	<p>29</p>

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 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!* **September 7**

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 8, 11, 12, & 18**

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 13**

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 13**

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 12 & 26**

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 14**

Career Exploration: Personality & Fit: Unclear of your career direction? Start by understanding yourself through Personality Dimensions. In this highly interactive workshop, you'll have fun realizing what your natural talents are, how you're similar to others, and the unique differences that make teams so dynamic. **September 6**

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. **September 19**

HIRING EVENT: Symposium Restaurant and Lounge is coming to Keswick and they're hiring for 20+ positions! Ask Job Skills staff about how you can register for this hiring event. **September 7 & 8**

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 21**

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. **September 25**

Are you 15-29 and looking for work? We have youth programs & workshops designed to fit your unique job search needs. Inquire today!