



Mon	Tue	Wed	Thu	Fri
2	3 Apprenticeship Information Session 9:30-10:30am	4	5 ET 1: Job Search Bootcamp 9:30am-1:00pm	6
9 Thanksgiving Day Closed	10 ET 2: Identifying Skills & Accomplishments 9:30am-1:00pm Second Career Information Session 2:00-3:30pm	11 ET 3: Write your Winning Resume 9:30am-1:00pm	12 ET 4: Dynamic Cover Letters 9:30am-12:00pm	13
16 ET 5 & 6: Hidden Job Market 9:30am-1:00pm	17 ET 7: Interview Strategies 9:30am-12:30pm ET 8: Mock Interviews *by appointment only* 2:00-4:00pm	18 ET 9 & 10: Mock Interview Review & Job Search Review 1:30-4:00pm	19 Resume Clinic *by appointment only* 9:30-11:30am	20 Using Social Networking 9:30am-12:00pm
23 Straight talking: the art of assertiveness 9:30am-1:00pm	24 Career Exploration: Personality & Fit 9:00am-4:00pm Second Career Information Session 2:00-3:30pm	25	26 Career Exploration: Skills & Abilities 9:30am-12:30pm	27
30 Opportunities to Work from Home 9:30am-1:00pm	31	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 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!* **October 10**

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 13, 12, 16, & 17**

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 17**

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 10 & 24**

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 3**

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 20**

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. **October 23**

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. **October 24**

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. **October 26**

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!
October 27

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 30**

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