



# Keswick Employment Services November 2017

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><b>2</b></p>	<p>ET 1: Job Search Bootcamp 9:30am-1:00pm</p> <p><b>YOUTH JOB SEARCH</b> 2:00-4:00pm</p>	<p><b>3</b></p>
<p><b>6</b></p> <p>ET 2: Identifying Skills &amp; Accomplishments 9:30am-1:00pm</p> <p>Second Career Information Session 2:00-3:30pm</p>	<p><b>7</b></p> <p>Apprenticeship Information Session 9:30-10:30am</p> <p><b>Hiring Event</b> <i>East Gwillimbury Sports Complex</i> 10:00am-3:00pm</p>	<p><b>8</b></p> <p><b>Soft Skills Solutions Certificate Program Workplace Communication</b> 9:00am-4:00pm</p>	<p><b>9</b></p> <p>ET 3: Write your Winning Resume 9:30am-1:00pm</p>	<p><b>10</b></p> <p><b>GUEST SPEAKER</b> RUTH BERRY <b>Computer, Internet &amp; Email Basics for Beginners</b> 9:30-11:30am</p>
<p><b>13</b></p> <p>ET 4: Dynamic Cover Letters 9:30am-12:00pm</p>	<p><b>14</b></p> <p><b>Soft Skills Solutions Certificate Program Problem Solving &amp; Critical Thinking</b> 9:00am-4:00pm</p>	<p><b>15</b></p>	<p><b>16</b></p> <p>ET 5 &amp; 6: Hidden Job Market 9:30am-1:00pm</p>	<p><b>17</b></p> <p>Resume Clinic *by appointment only* 9:30-11:30am</p>
<p><b>20</b></p> <p>ET 7: Interview Strategies 9:30am-12:30pm</p> <p>ET 8: Mock Interviews *by appointment only* 2:00-4:00pm</p>	<p><b>21</b></p> <p>ET 9 &amp; 10: Mock Interview Review &amp; Job Search Review 9:30am-12:00pm</p> <p>Second Career Information Session 2:00-3:30pm</p>	<p><b>22</b></p>	<p><b>23</b></p> <p>Career Exploration: Personality &amp; Fit 9:00am-4:00pm</p>	<p><b>24</b></p> <p><b>Soft Skills Solutions Certificate Program Teamwork</b> 9:00am-4:00pm</p>
<p><b>27</b></p> <p><b>Soft Skills Solutions Certificate Program Personal Management</b> 9:00am-4:00pm</p>	<p><b>28</b></p> <p><b>Soft Skills Solutions Certificate Program Professional &amp; Skills Advancement</b> 9:00am-4:00pm</p>	<p><b>29</b></p>	<p><b>30</b></p>	

## November 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. **November 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!* **November 6**

## November 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! **November 9, 13, 16, & 20**

**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.* **November 20**

**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. **November 21**

**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. **November 6 & 21**

**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. **November 7**

**Hiring Event @ East Gwillimbury Sports Complex** 1914 B Mount Albert Rd., Sharon (just west of Woodbine). Call to register and learn more about the 25 employers and the opportunities available. **November 7**

**Computer, Internet & Email Basics for Beginners with Ruth Berry:** Are you concerned that you can't job search because you struggle with computers? Join Ruth Berry from the Georgina Public Libraries and she will show you how to get started using a computer, creating a document, how to set up and use an email account, how to search the internet, and more! This 2-hour workshop will provide you with the basics to get you started. **November 10**

**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. **November 23**

**Soft Skills Solutions Certificate Program:** With a diverse and ever-changing workforce, employers continue to struggle to find employees who not only have the right technical skills, but also have the right soft skills. Master the workplace skills that are in demand by signing up for this free 5-day training course! **November 8, 14, 24, 27, & 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 Business Liaison Specialists!

**Call to book your appointment and register for the November 2 Workshop**