

Mon	Tue	Wed	Thu	Fri
<b>1</b> <b>New Year's Day</b> <b>Closed</b>	<b>2</b> <b>Book Now !</b> <b>to see an</b> <b>Employment Consultant.</b> 	<b>3</b> ET 1: Job Search Bootcamp 12:30-4:00pm	<b>4</b>	<b>5</b> Second Career Information Session 9:30-11:00am  ET 2: Identifying Skills & Accomplishments 12:30-4:00pm
<b>8</b> ET 3: Write your Winning Resume 9:30am-12:30pm  Opportunities to Work from Home 12:30-4:00pm	<b>9</b> <b>GUEST SPEAKER</b> <b>PRIMERICA:</b> <b>Debt Management</b> 10:30-11:30am  Straight talking: the art of assertiveness 1:00-4:00pm	<b>10</b> ET 4: Dynamic Cover Letters 9:30am-12:00pm  <b>JOB FAIR</b> <i>Protenergy Natural Foods Corp</i> 12:30-4:00pm	<b>11</b> <b>Soft Skills Solutions Certificate Program Workplace Communication</b> 9:30am-4:00pm	<b>12</b>  Career Exploration: Personality & Fit 9:30am-4:00pm
<b>15</b>  <b>Soft Skills Solutions Certificate Program Teamwork</b> 9:30am-4:00pm	<b>16</b>  Career Exploration: Skills & Abilities 9:30am-12:30pm  Career Exploration: Exploring Skills, Values & Change 1:30-4:00pm	<b>17</b>  Career Exploration: Labour Market Information & Decision Making 9:30am-1:00pm  <b>JOB FAIR</b> <i>Paramed – Healthcare Career Fair</i> 1:00-4:30pm	<b>18</b> <b>Soft Skills Solutions Certificate Program Personal Management</b> 9:30am-4:00pm  <b>GUEST SPEAKER</b> <b>PRIMERICA:</b> <b>How to Build a Career in the Financial Industry</b> 5:00-6:00pm  <b>YOUTH JOB SEARCH</b> 5:00-7:00pm	<b>19</b>  ET 5 & 6: Hidden Job Market 9:30am-4:00pm
<b>22</b>  <b>Soft Skills Solutions Certificate Program Problem Solving &amp; Critical Thinking</b> 9:30am-4:00pm	<b>23</b> ET 7: Interview Strategies 9:30am-1:00pm  Apprenticeship Information Session 3:00-4:00pm	<b>24</b> Second Career Information Session 9:30-11:00am  ET 8: Mock Interviews *by appointment only* 9:30am-4:00pm	<b>25</b> <b>GUEST SPEAKER</b> <b>PRIMERICA:</b> <b>Will You be Ready for Retirement?</b> 10:30-11:30am  ET 9 & 10: Mock Interview Review & Job Search Review 9:30am-4:00pm	<b>26</b>  <b>Soft Skills Solutions Certificate Program Professional &amp; Skills Advancement</b> 9:30am-4:00pm
<b>29</b> Experience Counts! Marketing Skills for the Mature Worker 9:30am-1:00pm	<b>30</b>  Resume Clinic *by appointment only* 9:30am-4:00pm	<b>31</b>	<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	

## January 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. **January 3**

**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!* **January 5**

**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! **January 8, 10, 19, & 23**

**ET 8: Mock Interviews:** Performing well in an interview is the most important piece of your job search puzzle. *Note: You must attend the Interview Strategies workshop before booking a mock interview.* **January 24**

**ET 9 & 10: Mock Interview & Job Search Reviews:** Watch your mock interview and receive professional and peer feedback. Learn from your mistakes now! 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. **January 25**

**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 information about the eligibility criteria for Second Career and will discuss the financial support that may be available, along with direction for next steps in the process. **January 5 & 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. This session discusses some skilled trades in Ontario and the process for becoming an apprentice. **January 23**

**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? You won't want to miss this! **January 8**

**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 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. **January 9**

**Debt Management with Primerica:** Do you know your credit score? Do you know how much debt you have and what your debt freedom date is? Come to this seminar to discuss and learn how to manage your debt. **January 9**

**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! **January 11, 15, 18, 22, & 26**

**Career Exploration Series:** Changing careers can be scary and exciting all at the same time. This workshop series will de-mystify the whole career exploration process and give you the tools that you need to make a clear career decision. The series of 4 workshops is highly recommended to be done in order, but you can attend individual sessions as needed. **January 12, 16 & 17**

**How to Build a Career in the Financial Industry with Primerica:** Discover the possibilities of pursuing a career with an entrepreneurial spirit. Explore the concepts and opportunities that Primerica has to offer. **January 18**

**Will You be Ready for Retirement with Primerica:** Have you calculated how much money you'll have to save in order to maintain your current lifestyle? Come and learn how much to maximize the benefits of using the tax deferral tool of an RRSP. **January 25**

**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! **January 29**

**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 Liaisons!

**Call to book your appointment and register for the January 18 workshop!**