




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>			<p>1 ET 1: Job Search Bootcamp 9:30am-1:00pm</p>	<p>2 ET 2: Identifying Skills & Accomplishments 9:30am-1:00pm</p>
<p>5 ET 3: Write your Winning Resume 9:30am-12:30pm</p> <p>Second Career Information Session 2:30-4:00pm</p>	<p>6 ET 4: Dynamic Cover Letters 9:30am-12:00pm</p> <p>Up Skills for Work: ACCOUNTABILITY 1:30-3:30pm</p> 	<p>7 Resume Clinic *by appointment only* 9:30am-4:00pm</p> <p>JOB FAIR <i>St. Elizabeth Health Care</i> 1:00-4:30pm</p>	<p>8 GUEST SPEAKER PRIMERICA: How to Build a Career in the Financial Industry 10:30-11:30am</p> <p>Apprenticeship Information Session 1:30-2:30pm</p> <p>YOUTH JOB SEARCH 4:30-6:30pm</p>	<p>9 ET 5 & 6: Hidden Job Market 9:30am-4:00pm</p>
<p>12 Career Exploration: Personality & Fit 9:30am-4:00pm</p>	<p>13 Career Exploration: Skills & Abilities 9:30am-12:30pm</p> <p>Career Exploration: Exploring Skills, Values & Change 1:30-4:00pm</p>	<p>14</p>	<p>15 Career Exploration: Labour Market Information & Decision Making 9:30am-1:00pm</p> <p>GUEST SPEAKER SUNLIFE FINANCIAL Career Seminar 5:30-6:30pm</p>	<p>16</p>
<p>19 Family Day Closed</p>	<p>20 Up Skills for Work: MOTIVATION 9:30-11:30am</p> 	<p>21 ET 7: Interview Strategies 9:30am-1:00pm</p> <p>Second Career Information Session 2:30-4:00pm</p>	<p>22 ET 8: Mock Interviews *by appointment only* 9:30am-4:00pm</p> <p>GUEST SPEAKER PRIMERICA: How to Build a Career in the Financial Industry 5:00-6:00pm</p> <p>YOUTH JOB SEARCH 5:00-7:00pm</p>	<p>23</p>
<p>26 ET 9 & 10: Mock Interview Review & Job Search Review 9:30am-4:00pm</p>	<p>27 GUEST SPEAKER RCMP Career Presentation 10:00-11:00am</p> <p>GUEST SPEAKER ANN VICKERY: R.E.A.P: Recovery Employment Assistance Program 1:30-3:30pm</p>	<p>28 Up Skills for Work: ATTITUDE 1:30-3:30pm</p> 		

February 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. **February 1**

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! **February 2**

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! **February 5, 6, 9, & 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.* **February 22**

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. **February 26**

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. **February 5 & 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. **February 8**

Up Skills for Work Series: Accountability, Motivation & Attitude: Now, more than ever, employers are identifying our soft skills as the most essential in the workplace. Attend these new and exciting workshops to help you put your best foot forward! **February 6, 20 & 28**

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. **February 8 & 22**

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.

February 12, 13, & 15

Career Seminar with Sunlife Financial: Have an Entrepreneurial spirit? Interested in working for a well recognized and highly sought-after organization? Join us for a seminar on what it's like to work for Sunlife Financial. **February 15**

Career Presentation with RCMP: The Royal Canadian Mounted Police offers a challenging and exciting career to those interested in making a difference in their communities and their country. Attend this presentation to learn more! **February 27**

R.E.A.P. Recovery Employment Assistance Program with Ann Vickery: A 12-hour program that provides you with the necessary tools for successful reintegration into the workforce. It's designed to empower you to recognize the unique strengths you have to offer a potential employer and improve your chances of job retention. **Tuesdays 1:30-3:30 starting February 27**

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 do with your education? Book an appointment to meet with our Facilitator and attend our monthly workshops to learn about effective job search strategies and meet with our Job Developers!

Call to book your appointment and register for the workshops on February 8 & 22