



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> <b>GUEST SPEAKER</b>  <b>MARLA SAMUEL:</b>  <b>Managing Stress with Nourishing Nutrition - 9:30-10:30am</b></p> <p>Apprenticeship Information Session            10:30-11:30am</p> <p><b>GUEST SPEAKER</b>  <b>PRIMERICA:</b>  <b>How to Build a Career in the Financial Industry - 3:00-4:00pm</b></p> <p><b>YOUTH JOB SEARCH</b>            4:30-6:30pm</p>	<p><b>2</b></p> <p>Career Exploration:            Personality &amp; Fit            9:30am-4:00pm</p>
<p><b>5</b></p> <p>Career Exploration:            Skills &amp; Abilities            9:30am-12:30pm</p>	<p><b>6</b> Career Exploration:            Exploring Skills, Values &amp; Change            9:30am-12:00pm</p> <p>Straight talking: the art of assertiveness            1:00-4:00pm</p> <p><b>GUEST SPEAKER</b>  <b>ANN VICKERY:</b>  <b>R.E.A.P: Recovery Employment Assistance Program - 1:30-3:30pm</b></p>	<p><b>7</b></p> <p>ET 1: Job Search Bootcamp            9:30am-12:30pm</p> <p>Second Career Information Session            2:30-4:00pm</p>	<p><b>8</b> <b>GUEST SPEAKER</b>  <b>MARLA SAMUEL:</b>  <b>Balancing Foods for the Blues - 9:30-10:30am</b></p> <p>Career Exploration:            Labour Market Information &amp; Decision Making            12:30-4:00pm</p>	<p><b>9</b></p> <p>ET 2: Identifying Skills &amp; Accomplishments            9:30am-1:00pm</p>
<p><b>12</b></p> <p><i>Soft Skills Solutions Certificate Program Workplace Communication</i>            9:30am-4:00pm</p> <p><b>YOUTH JOB SEARCH</b>  <i>Resume Writing</i>            2:00-4:00pm</p>	<p><b>13</b></p> <p>ET 3: Write your Winning Resume            9:30am-12:30pm</p> <p><b>GUEST SPEAKER</b>  <b>ANN VICKERY:</b>  <b>R.E.A.P: Recovery Employment Assistance Program - 1:30-3:30pm</b></p>	<p><b>14</b></p> <p><b>YOUTH JOB SEARCH</b>  <b>NPOWER CANADA:</b>  <b>Launching Youth into IT Careers</b>            1:00-2:00pm</p> <p><b>YOUTH JOB SEARCH</b>  <i>Your Rights!</i>            2:00-4:00pm</p>	<p><b>15</b> ET 4: Dynamic Cover Letters            9:30am-12:00pm</p> <p><b>GUEST SPEAKER</b>  <b>PRIMERICA:</b>  <b>Debt Management</b>            10:30-11:30am</p> <p><b>YOUTH JOB SEARCH</b>  <i>Customer Service</i>            1:00-4:00pm</p>	<p><b>16</b></p> <p>ET 5 &amp; 6: Hidden Job Market            9:30am-4:00pm</p>
<p><b>19</b></p> <p><i>Soft Skills Solutions Certificate Program Teamwork</i>            9:30am-4:00pm</p>	<p><b>20</b></p> <p>ET 7: Interview Strategies            9:30am-1:00pm</p> <p><b>GUEST SPEAKER</b>  <b>ANN VICKERY:</b>  <b>R.E.A.P: Recovery Employment Assistance Program - 1:30-3:30pm</b></p>	<p><b>21</b></p> <p>Second Career Information Session            9:30-11:00am</p>	<p><b>22</b> <b>GUEST SPEAKER</b>  <b>MARLA SAMUEL:</b>  <b>Nutrition for Restful Sleeps</b>            9:30-10:30am</p> <p><b>JOB FAIR</b>            10:00am-2:00pm</p> <p>Resume Clinic            *by appointment only*            9:30am-4:00pm</p>	<p><b>23</b></p> <p><i>Soft Skills Solutions Certificate Program Personal Management</i>            9:30am-4:00pm</p>
<p><b>26</b></p> <p><i>Soft Skills Solutions Certificate Program Problem Solving &amp; Critical Thinking</i>            9:30am-4:00pm</p>	<p><b>27</b> ET 8: Mock Interviews            *by appointment only*            9:30am-4:00pm</p> <p><b>GUEST SPEAKER</b>  <b>SCOTT LONG, OMVIC:</b>  <b>Buying a Vehicle? Learn your Rights! - 10:30-11:30am</b></p> <p><b>GUEST SPEAKER</b>  <b>ANN VICKERY: R.E.A.P: Recovery Employment Assistance Program</b>            1:30-3:30pm</p>	<p><b>28</b></p> <p>ET 9 &amp; 10: Mock Interview Review &amp; Job Search Review            1:00-4:00pm</p>	<p><b>29</b> <b>GUEST SPEAKER</b>  <b>MARLA SAMUEL:</b>  <b>Food to Revive &amp; Feel Alive!</b>            9:30-10:30am</p> <p><i>Soft Skills Solutions Certificate Program Professional &amp; Skills Advancement - 9:30am-4:00pm</i></p> <p><b>YOUTH JOB SEARCH</b>            4:30-6:30pm</p>	<p><b>30</b></p> <p><b>Good Friday Closed</b></p>

## March Workshop/Info Session Descriptions

- ET 1: Job Search Bootcamp:** A workshop designed to assess your job search knowledge and identify job search efforts. You'll discover where you are on the Job Loss Rollercoaster, overcome barriers to employment, and set SMART goals for a job search. **March 7**
- 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!* **March 9**
- 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 to answer tough interview questions. **March 13, 15, 16, & 20**
- ET 8: Mock Interviews:** Performing well in an interview is the most important piece of your job search. 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.* **March 27**
- 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. **March 28**
- 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. 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. **March 7 & 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 demand market. This session discusses skilled trades in Ontario and the process for becoming an apprentice. **March 1**
- 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. **March 2, 5, 6, & 8**
- 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. **March 1**
- Health & Wellness Series with Marla Samuel:** March is the perfect time to reset and recharge your health for Spring. Join Marla, a Holistic Nutritionist, for a 4-part series on managing stress, mental health, sleep and revitalization through food and nutrition. **March 1, 8, 22, & 29**
- 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. **Every Tuesday**
- 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. 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 principles we need to apply to act assertively. **March 6**
- 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! **March 12, 19, 23, 26, & 29**
- MARCH BREAK ADVANTAGE:** Are you 15-29 and looking for some job search support? Join us for these exciting workshops to help you get a head start on that job search. **Resume Writing – March 12 • Employment Standards and Ontario Health & Safety Act – March 14 • NPower Canada – Helping youth into IT jobs – March 14 • Customer Service – March 15** - You can also book an appointment with our Facilitator and register for our general evening workshops on **March 1 & 29**
- Debt Management with Primerica:** Learn how to manage your credit, pay down your debt and get control of your finances. **March 15**
- Buying a Vehicle? Learn your Rights! OMVIC Car-Buying Seminar:** Thinking of purchasing a car? Meet Scott Long from OMVIC to learn more about your rights, protections, financing tips, unlicensed dealers, and general tips to make sure you make the best and safest decision. **March 27**