



Mon	Tue	Wed	Thu	Fri
	<b>1</b> Book Now! to see an Employment Consultant. 	<b>2</b> Second Career Information Session 1:30-3:00pm	<b>3</b> ET 1: Job Search Bootcamp 9:30am-1:00pm	<b>4</b> ET 2: Identifying Skills & Accomplishments 9:30am-1:00pm
<b>7</b> Civic Holiday Open!	<b>8</b> <b>GUEST SPEAKER</b> RACHEL STROESCU: <b>Speak with            Confidence: Get your            Message Across</b> 1:00-3:00pm	<b>9</b> ET 3: Write your Winning Resume 9:30am-1:00pm	<b>10</b> ET 4: Dynamic Cover Letters 9:30am-12:00pm	<b>11</b> Using Social Networking 1:30-4:00pm
<b>14</b> ET 5 & 6: Hidden Job Market 9:30am-4:00pm	<b>15</b> Resume Clinic *by appointment only* 9:30am-1:00pm	<b>16</b> ET 7: Interview Strategies 12:30-4:00pm	<b>17</b> ET 8: Mock Interviews *by appointment only* 9:30am-12:00pm  ET 9 & 10: Mock Interview Review & Job Search Review 1:30-3:00pm	<b>18</b> Apprenticeship Information Session 10:00-11:00am
<b>21</b> Opportunities to Work from Home 9:30am-1:00pm	<b>22</b> Second Career Information Session 9:30-11:00am	<b>23</b> Book now! Meet with a Job Developer. 	<b>24</b> <b>YOUTH JOB SEARCH</b> 2:00-4:00pm	<b>25</b> Job Smarts: Communication in the Workplace 9:30-11:30am
<b>28</b> Straight talking: the art of assertiveness 9:30am-1:00pm	<b>29</b> Computer Lab 9:30-11:30am	<b>30</b>	<b>31</b>	

## August 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. **August 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!* **August 4**

**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! **August 9, 10, 14, & 16**

**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.* **August 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. **August 17**

**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. **August 2 & 22**

**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. **August 18**

**Speak with Confidence: Get your Message Across with Rachel Stroescu:** Join Rachel for this interactive workshop to improve pronunciation, interview skills, presentation skills and build your confidence! **August 8**

**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. **August 11**

**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! **August 21**

**Job Smarts: Communication in the Workplace:** This workshop focuses on the communication cycle and its impact on effective communication within the workplace. Topics include various modes of communication, face-to-face, phone, text, e-mail, and social media. Sharpen your communication skills and gain strategies to deal with future workplace communication barriers/challenges. **August 25**

**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. **August 28**

**Computer Lab:** Are you good with computers but need to build your confidence? In this self-directed workshop you'll be given time to explore a variety of computer programs and skills: Typing; email; internet; on-line safety; devices; digital skills; Photoshop; Graphics; Blogs; Facebook; LinkedIn; Cloud computing; MS Office Suite (2000, 2003, 2007, 2010, 2013, 2016, XP); Reading; Math; Life Skills; Money Management; & Workplace Skills. Laptops will be provided, but if you have your own, feel free to bring it. We also recommend that you bring headphones or ear-buds to listen to the tutorials. **August 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 Job Developers! **Call to book your appointment and register for the August 24 workshop**