



Markham Employment Services September 2017

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>				1
4 Labour Day Closed	5 Second Career Information Session 1:30-3:00pm	6	7 Career Exploration: Personality & Fit 9:30am-4:00pm	8 Career Exploration: Skills & Abilities 9:30am-12:30pm
11 Career Exploration: Exploring Skills, Values & Change 9:30am-12:30pm	12 Career Exploration: Labour Market Information & Decision Making 9:30am-1:00pm	13	14 ET 1: Job Search Bootcamp 9:30am-1:00pm	15 ET 2: Identifying Skills & Accomplishments 9:30am-1:00pm
18 ET 3: Write your Winning Resume 9:30am-12:30pm ET 4: Dynamic Cover Letters 1:30-4:00pm	19 ET 5 & 6: Hidden Job Market 9:30am-4:00pm	20 Second Career Information Session 9:30-11:00am	21 YOUTH JOB SEARCH 4:00-6:30pm	22 Apprenticeship Information Session 9:30-10:30am Resume Clinic <i>*by appointment only*</i> 1:00-4:00pm
25 ET 7: Interview Strategies 9:30am-1:00pm	26 ET 8: Mock Interviews <i>*by appointment only*</i> 9:30am-4:00pm	27	28	29 ET 9 & 10: Mock Interview Review & Job Search Review 9:30am-3:00pm

September 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. **September 14**

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!* **September 15**

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! **September 18, 19, & 25**

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.* **September 26**

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. **September 29**

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. **September 5 & 20**

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. **September 22**

Career Exploration Series: Changing careers can be scary and exciting all at the same time. This workshop series will demystify 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. **September 7, 8, 11, & 12**

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 workshop to learn about effective job search strategies and meet with our Job Developers!

Call to book your appointment and register for the September 21 workshop