



Markham Employment Services November 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	2 <i>Soft Skills Solutions Certificate Program Workplace Communication</i> 9:30am-4:00pm	3
6 Career Exploration: Personality & Fit 9:30am-4:00pm	7 GUEST SPEAKER <i>PRIMERICA:</i> How to Build a Career in the Financial Industry 10:30-11:30am Second Career Information Session 1:30-3:00pm	8 Career Exploration: Skills & Abilities 9:30am-12:30pm Career Exploration: Exploring Skills, Values & Change 1:30-4:00pm	9 <i>Soft Skills Solutions Certificate Program Teamwork</i> 9:30am-4:00pm	10 Career Exploration: Labour Market Information & Decision Making 12:30-4:00pm
13 ET 1: Job Search Bootcamp 9:30am-1:00pm	14 Apprenticeship Information Session 10:30-11:30am	15 ET 2: Identifying Skills & Accomplishments 9:30am-1:00pm	16 <i>Soft Skills Solutions Certificate Program Personal Management</i> 9:30am-4:00pm GUEST SPEAKER <i>PRIMERICA:</i> How to Build a Career in the Financial Industry 5:00-6:00pm	17 ET 3: Write your Winning Resume 9:30am-12:30pm
20 ET 4: Dynamic Cover Letters 9:30am-12:00pm	21 Resume Clinic *by appointment only* 9:30-11:30am	22 ET 5 & 6: Hidden Job Market 9:30am-4:00pm	23 <i>Soft Skills Solutions Certificate Program Problem Solving & Critical Thinking</i> 9:30am-4:00pm YOUTH JOB SEARCH 5:00-7:00pm	24 ET 7: Interview Strategies 9:30am-1:00pm
27 ET 8: Mock Interviews *by appointment only* 9:30am-4:00pm	28 Second Career Information Session 9:30-11:00am	29 ET 9 & 10: Mock Interview Review & Job Search Review 9:30am-4:00pm	30 <i>Soft Skills Solutions Certificate Program Professional & Skills Advancement</i> 9:30am-4:00pm	

November Workshop/Info Session Descriptions

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! **November 2, 9, 16, 23, & 30**

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. **November 13**

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!* **November 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! **November 17, 20, 22, & 24**

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.* **November 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. **November 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. **November 7 & 28**

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. **November 14**

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.

November 6, 8 & 10

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 Business Liaison Specialists!

Call to book your appointment and register for the November 23 workshop