

Mon	Tue	Wed	Thu	Fri
<b>The Competitive Edge: Effective Job Search Strategies - (Weeklong Inclusive Series)</b>				
1	2	3	4	5
<p><b>9:00-3:30pm</b> <b>Personal Branding &amp; Marketing</b> Guest presenter: Christian Van Buskirk <small>M.B.A.</small> Service Essentials Consulting</p>	<p><b>9:00-4pm</b> <b>Career &amp; Self Assessments</b></p>	<p><b>9:00-4pm</b> <b>Resume Fundamentals &amp; Anatomy of a Cover Letter</b></p>	<p><b>9:00-4pm</b> <b>Brilliant Interviews - How To Really Shine</b></p>	<p><b>9:00am-12:00</b> <b>Action Plans</b> Focused &amp; grounded for job search success <b>10-11a.m.</b> <b>Sidney Pier Hotel</b> <b>1-3pm</b> <b>Computer Lab</b> Final resume/cover letter support available</p>
8	9	10	11	12
<p><b>9:00-5pm</b> <b>Occupational Level 1 First-Aid</b> Alert First-Aid (Bring 2 pieces of ID)</p>		<p><b>1:00-4:00pm</b> <b>LinkedIn &amp; Social Media Savvy for Beginners</b> (New)</p>	<p><b>9:00-11am</b> <b>Job Club</b></p>	
<b>The Competitive Edge: Effective Job Search Strategies - (Weeklong Inclusive Series)</b>				
15	16	17	18	19
<p><b>9:00-4pm</b> <b>Career &amp; Self Assessments</b></p>	<p><b>9:00-3:30pm</b> <b>Personal Branding &amp; Marketing</b> Guest presenter: Christian Van Buskirk <small>M.B.A.</small> Service Essentials Consulting</p>	<p><b>9:00-4pm</b> <b>Resume Fundamentals &amp; Anatomy of a Cover Letter</b></p>	<p><b>9:00-3pm</b> <b>Brilliant Interviews - How To Really Shine</b> <b>3-4pm</b> <b>White Spot</b> <b>(Open to the Public)</b></p>	<p><b>9:00am-10:00</b> <b>Action Plans</b> Focused &amp; grounded for job search success <b>10-11a.m.</b> <b>Toast Café</b> <b>(Open to the Public)</b> <b>1-3pm</b> <b>Computer Lab</b> Final resume/cover letter support available</p>
22	23	24	25	26
<p><b>Office Closed Victoria Day</b></p> 	<p><b>9:00-5pm</b> <b>Occupational Level 1 First-Aid</b> Alert First-Aid (Bring 2 pieces of ID)</p>	<p><b>1:00-4:00pm</b> <b>Essential Skills</b> (New)</p>	<p><b>1:00-3:00pm</b> <b>Job Club</b> (Time moved to PM for today only)</p>	<p><b>9:00-12pm</b> <b>Bouncing Back from Job Loss: How to cope with the stress &amp; prepare for success</b></p>

Call 250-656-0134 to register for upcoming workshops. Eligibility requirements will apply.

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**Resume Fundamentals & Anatomy of a Cover Letter**

Know the function of resumes and cover letters; Select a resume format appropriate for your situation

**Brilliant Interviews - How to Really Shine**

How to prepare for an interview; Mock interview practice; Appropriate follow-up techniques

**Personal Branding & Marketing** – Christian Van Buskirk M.B.A. -Service Essentials Consulting

Strategic approach to finding the “right fit” job, labour market research, hidden job market.

Building your personal brand via networking, conducting informational meetings, using online tools.

**Career & Self Assessments**

In-class exercises to identify interests and values as the basis for occupational choices

Career and Self Assessments to help determine your job search plan.

**Occupation Level 1 First-Aid – Alert First-Aid Inc.** (This course is recognized by Worksafe BC)

This one day course teaches workers how to deal with the most common workplace first-aid emergencies. Participants will spend the majority of the course doing hands on first-aid training.

**Bouncing Back from Job Loss: How to Cope with the Stress & Prepare for Success**

Though personal situations may vary and the consequences of job loss will hit some harder than others, all laid off workers will need to cope with dramatic changes in their lives. This workshop is for those who are looking for support, advice and practical tips to help themselves get back on their feet.

**LinkedIn & Social Media Savvy for Beginners**

Build up your LinkedIn profile to showcase your professional background; Understand the strength of a highly networked LinkedIn profile; Understand how your social media presence affects your job search.

**Job Club & Employer Visits**

Stay focused and motivated in your job search through regular check-ins and job search related discussions in this more casual workshop format. Presentations by local employers and other work-related community resources may also be scheduled for these bi-weekly mid-week meetings.

**Computer Training**

To assist you in your job search and to develop your computer confidence, we offer hands on, one-to-one computer skills training. See your Client Advisor for more information.

**Essential Skills**

Learn about the importance of the 9 Essentials Skills including Numeracy, Thinking and Document Use and how they are used at work.