

Mon	Tue	Wed	Thu	Fri
July 31 <u>9:00-4pm</u> Career & Self Assessments	1 <u>9:00-3:30pm</u> Personal Branding & Marketing Guest presenter: Christian Van Buskirk <small>M.B.A.</small> Service Essentials Consulting	2 <u>9:00-4pm</u> Resume Fundamentals & Anatomy of a Cover Letter	3 <u>9:00-4pm</u> Brilliant Interviews - How To Really Shine	4 <i>No workshops today</i>
7 Office closed BC Day 	8 <u>9:00-5pm</u> Occupational Level 1 First-Aid Alert First-Aid (Bring 2 pieces of ID)	9	10	11 <u>9:00-4pm</u> Career & Self Assessments
14 <i>No workshops today</i>	15 <u>9:00-3:30pm</u> Personal Branding & Marketing Guest presenter: Christian Van Buskirk <small>M.B.A.</small> Service Essentials Consulting	16 <u>9:00-4pm</u> Resume Fundamentals & Anatomy of a Cover Letter	17 <u>9:00-4pm</u> Brilliant Interviews - How To Really Shine	18 <u>9:00-12</u> Workplace Essential Skills <u>1:00-3:00pm</u> Final Resume Feedback Support with final edits.
21 <u>9:00-5pm</u> Occupational Level 1 First-Aid Alert First-Aid (Bring 2 pieces of ID)	22	23 <u>9:00-11:00am</u> Workplace Essential Skills <u>1:00-4:00pm</u> LinkedIn & Social Media Savvy for Beginners	24 <u>9am-11:00</u> Job Club <u>1:00-3:00pm</u> Informational Interviews	25 <u>1:00-4:00pm</u> Bouncing Back from Job Loss: Cope with the stress & prepare for success
28 <u>9:00-4pm</u> Career & Self Assessments	29 <u>9:00-3:30pm</u> Personal Branding & Marketing Guest presenter: Christian Van Buskirk <small>M.B.A.</small> Service Essentials Consulting	30 <u>9:00-4pm</u> Resume Fundamentals & Anatomy of a Cover Letter	31 <u>9:00-4pm</u> Brilliant Interviews - How To Really Shine	Sep. 1 <u>9:00-12</u> Workplace Essential Skills <u>1:00-3:00pm</u> Final Resume Feedback Support with final edits.

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

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 WorkSafeBC)

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.

Workplace Essential Skills

Self-assess and identify your essential skill competencies and understand the various levels of complexity in each skill needed in order for you to succeed in your desired occupation.

Informational Interviews

Learn how to connect with employers to further your career research.