

Mon	Tue	Wed	Thu	Fri
<p>Aug. 28</p> <p><u>9:00-4pm</u> Career & Self Assessments</p>	<p>Aug. 29</p> <p><u>9:00-3:30pm</u> Personal Branding & Marketing Guest presenter: Christian Van Buskirk <small>M.B.A.</small> Service Essentials Consulting</p>	<p>Aug. 30</p> <p><u>9:00-4pm</u> Resume Fundamentals & Anatomy of a Cover Letter</p>	<p>Aug. 31</p> <p><u>9:00-4pm</u> Brilliant Interviews - How To Really Shine</p>	<p>Sep. 1</p> <p><u>9:00am-12</u> Workplace Essential Skills <u>1:00-3:00pm</u> Final Resume Feedback Support with final edits</p>
<p>4</p> <p>Office closed Labour Day</p> 	<p>5</p> <p><u>9:00-5pm</u> Occupational Level 1 First-Aid Alert First-Aid (Bring 2 pieces of ID)</p>	<p>6</p> <p><u>1:00-4:00pm</u> Bouncing Back from Job Loss: Cope with the stress & prepare for success</p>	<p>7</p> <p><u>9am-11:00</u> Job Club <u>1:00-3:00pm</u> Informational Interviews</p>	<p>8</p> <p><u>9:00-11:00am</u> Intro to LinkedIn & Social Media Savvy <u>1:00-3:00pm</u> Disclosing Disabilities in the Workplace ★ New ★ With Special Guest (TBA)</p>
<p>11</p> <p><u>9:00-4pm</u> Career & Self Assessments</p>	<p>12</p> <p><u>9:00-3:30pm</u> Personal Branding & Marketing Guest presenter: Christian Van Buskirk <small>M.B.A.</small> Service Essentials Consulting</p>	<p>13</p> <p><u>9:00-4pm</u> Resume Fundamentals & Anatomy of a Cover Letter</p>	<p>14</p> <p><u>9:00-4pm</u> Brilliant Interviews - How To Really Shine</p>	<p>15</p> <p><u>9:00am-12</u> Workplace Essential Skills <u>1:00-3:00pm</u> ★ Job Fair Prep ★ <i>Let us help you get ready for Sep. 19th!</i></p>
<p>18</p> <p><u>9:00-5pm</u> Occupational Level 1 First-Aid Alert First-Aid (Bring 2 pieces of ID)</p>	<p>19</p> <p>JOB FAIR  at SHOAL Centre 10030 Resthaven Drive 10:00-2pm</p>	<p>20</p> <p><u>1:00-3:00pm</u> Disclosing Disabilities in the Workplace ★ New ★ With Special Guest (TBA)</p>	<p>21</p> <p><u>1:00-3:00pm</u> Informational Interviews</p>	<p>22</p> <p><u>1:00-3:00pm</u> Intro to LinkedIn & Social Media Savvy</p>
<p>25</p> <p><u>9:00-4pm</u> Career & Self Assessments</p>	<p>26</p> <p><u>9:00-3:30pm</u> Personal Branding & Marketing Guest presenter: Christian Van Buskirk <small>M.B.A.</small> Service Essentials Consulting</p>	<p>27</p> <p><u>9:00-4pm</u> Resume Fundamentals & Anatomy of a Cover Letter</p>	<p>28</p> <p><u>9:00-4pm</u> Brilliant Interviews - How To Really Shine</p>	<p>29</p> <p><u>9:00-12</u> Workplace Essential Skills <u>1:00-3:00pm</u> Final Resume Feedback Support with final edits</p>

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.

Intro to LinkedIn & Social Media Savvy

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 set up networking meetings with employers to further your career research.

Beacon Community Services

www.beaconcs.ca

9860 Third Street, Sidney, BC V8L 4R2