

Mon	Tue	Wed	Thu	Fri
<p>2</p> <p><u>9:00-5pm</u> Occupational Level 1 First-Aid Alert First-Aid (Bring 2 pieces of ID)</p>	<p>3</p>	<p>4</p> <p><u>9:00-12pm</u> Resumes – ½ day <i>Presentation and feedback session only. Support with formatting/editing resumes available Friday PM</i></p>	<p>5</p> <p><u>1-4pm</u> The Hidden Job Market & Informational Interviews</p>	<p>6</p> <p><u>9:00am-11</u> Intro to LinkedIn & Social Media Savvy <u>1:00-3:00pm</u> Final Resume Feedback Support with final edits</p>
<p>9</p> <p>Office closed Thanksgiving</p> 	<p>10</p>	<p>11</p> <p><u>1:00-3:00pm</u> Disclosing Disabilities in the Workplace <i>With Special Guest (TBA)</i></p>	<p>12</p>	<p>13</p>
<p>16</p> <p><u>9:00-4pm</u> Career & Self Assessments</p>	<p>17</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>18</p> <p><u>9:00-4pm</u> Resume Fundamentals & Anatomy of a Cover Letter</p>	<p>19</p> <p><u>9:00-4pm</u> Brilliant Interviews How To Really Shine</p>	<p>20</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>23</p> <p><u>9:00-5pm</u> Occupational Level 1 First-Aid Alert First-Aid (Bring 2 pieces of ID)</p>	<p>24</p>	<p>25</p> <p><u>9:00am-12</u> Bouncing Back from Job Loss: Cope with the stress & prepare for success</p>	<p>26</p> <p><u>1:00-3:00pm</u> Job Smart Tips for Staying Employed & Employable ★ New ★</p>	<p>27</p> <p><u>1:00-3:00pm</u> Intro to LinkedIn & Social Media Savvy</p>
<p>30</p> <p><u>9:00-4pm</u> Career & Self Assessments</p>	<p>31</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>Nov 1</p> <p><u>9:00-4pm</u> Resume Fundamentals & Anatomy of a Cover Letter</p>	<p>Nov 2</p> <p><u>9:00-4pm</u> Brilliant Interviews How To Really Shine</p>	<p>Nov 3</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.

Occupational 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

Discussion based workshop focused on how to cope with dramatic changes in your life after job loss.

Job Smart: Tips for Staying Employed & Employable

Discussion based workshop focused on evaluating yourself as an employee, understanding what employers expect of you, and problem solving some common workplace challenges.

Intro to LinkedIn & Social Media Savvy

Understand how your social media presence affects your job search; Learn about opportunities for networking via LinkedIn and start building up your profile.

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.

Disclosing Disabilities in the Workplace

Through discussion and real world examples you will gain the strategies and confidence that will enable you to disclose your disability in a way that protects you from discrimination and ensures you get the accommodations you need to be successful in your job. This workshop is appropriate for job seekers as well as those currently in positions. We will talk about Why, When, Where and to Whom you may choose to disclose your disability but most importantly you will learn why you may want to and why you may choose not to. Also covered in this workshop are your rights and responsibilities as well as the employer’s duty to accommodate.

Computer Training

We offer hands on, one-to-one computer skills training. See your Client Advisor for more information.