

Mon	Tue	Wed	Thu	Fri
1 Office Closed New Year's Day 	2	3 <u>1:00-3:00pm</u> Workplace Essential Skills	4 <u>9:00-11:00am</u> Informational Interviews	5 <u>9:00-11:00am</u> Bouncing Back from Job Loss Cope with the stress & prepare for success
8 <u>9:00-4pm</u> Career & Self Assessments	9 <u>9:00-3:30pm</u> Personal Branding & Marketing Guest presenter: Christian Van Buskirk M.B.A. Service Essentials Consulting	10 <u>9:00-4pm</u> Resume Fundamentals & Anatomy of a Cover Letter	11 <u>9:00-4pm</u> Brilliant Interviews How To Really Shine <u>9:30am-12:30pm</u> Self Employment Orientation* The Reger Group <i>* Call your client advisor to register</i>	12 <u>9:00am-12</u> Workplace Essential Skills <u>1:00-3:00pm</u> Final Resume Feedback Support with final edits
15 <u>9:00-4pm</u> Food Safe Certification Course	16	17 <u>9:00-11:00am</u> Intro to LinkedIn & Social Media Savvy	18 <u>1:00-3:00pm</u> Job Smart Tips for Staying Employed & Employable	19
22	23	24	25	26
29 <u>9:00-5pm</u> Occupational Level 1 First-Aid Alert First-Aid (Bring 2 pieces of ID)	30	31 <u>9:00am-11</u> Rent Smart (6 sessions) ★ New ★		

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

Weeklong Series:

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.

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.

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

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.

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.

One Day Workshops:

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.

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 employed. 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.

Rent Smart (6 sessions)

The purpose of the course is to help people obtain and maintain housing through education, certification and support; to increase housing stability and prevent homelessness. It covers tenant rights and responsibilities, landlord expectations and responsibilities, effective communication skills, budgeting and planning for housing expenses, maintenance do’s and don’ts, safety and pets. The certification earned by completion of this course is accepted by BC Housing and other affordable housing providers in place of a landlord reference.