



Mon	Tue	Wed	Thu	Fri
2 April  STAT	3 <sup>rd</sup>	4 <sup>th</sup> <u>9.00 - 3.30</u> Workplace Essential Skills, Includes Communication, Decision Making & Problem Solving	5 <sup>th</sup>	6 <sup>th</sup>
9 <sup>th</sup> <u>9.00-4.00</u> Career & Self Assessments	10 <sup>th</sup> <u>9.00-3.30</u> Personal Branding & Marketing Guest presenter: Christian Van Buskirk M.B.A. Service Essentials Consulting	11 <sup>th</sup> <u>9.00-4.00</u> Identify Your Transferable skills & Create a Resume	12 <sup>th</sup> <u>9.00-4.00</u> Brilliant Interviews How To Really Shine <u>2.30 - 3.30</u> Coffee Chat with Jenny Reid from BCPensions Corp	13 <sup>th</sup> <u>9.00-12.00</u> Anatomy of a Cover Letter
16 <sup>th</sup>	17 <sup>th</sup>	18 <sup>th</sup> <u>9.30 - 12.00</u> LinkedIn  <u>1.00 - 3.30</u> Business Cards: An Essential Job Search Tool	19 <sup>th</sup> <u>9:30am-12:30pm</u> Self-Employment Orientation* The Reger Group * Call your client advisor to register	20 <sup>th</sup> <u>1:00-3:00pm</u> The Hidden Job Market: Don't wait for a job to be advertised
23 <sup>rd</sup>	24 <sup>th</sup>	25 <sup>th</sup> <u>9.00 - 1.00</u> Social Media for Job Search	26 <sup>th</sup>	27 <sup>th</sup> <u>9.00 - 11.30</u> Resumes
30 <sup>th</sup> <u>9.00 - 4.00</u> Food Safe Certification Course	1 <sup>st</sup> May	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>

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**

Know the function of resumes; Select a resume format appropriate for your situation, add your relevant skills & make a great first impression

**Anatomy of a Cover Letter**

Create a cover letter to highlight your skills & suitability for the position applied for

**Brilliant Interviews - How to Really Shine**

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

**The Hidden Job Market**

**One Day Workshops:**

**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.

**Computer Training**

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

**Networking Business Cards: An Essential Job-Search Tool**

Create custom business cards to help improve your networking portfolio.

**Workplace Communication Skills**

Learn how to use assertive communication to help build workplace relationships.

**Critical Thinking**

Part of Essential Skills, learn ways to help make informed decisions & creatively problem solve.

**Rent Smart (6 sessions) – Wait list being taken**

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.

# Calendar

April 2018

