



Mon	Tue	Wed	Thu	Fri
<p>July 2<sup>nd</sup></p> <p><b>STAT CANADA</b></p> 	<p>3<sup>rd</sup></p> <p><b>1.30 - 4.00pm</b> Self-Employment Orientation* The Reger Group * Call your client advisor to register</p>	<p>4<sup>th</sup></p>	<p>5<sup>th</sup></p> <p><b>9.00-4.00</b> Career &amp; Self Assessments</p>	<p>6<sup>th</sup></p> <p><b>9.00 - 12.00</b> Computers for Work: Word</p>
<p>9<sup>th</sup></p>	<p>10<sup>th</sup></p> <p><b>9.00-3.30</b> Personal Branding &amp; Marketing Guest presenter: Christian Van Buskirk  M.B.A. Service Essentials Consulting</p>	<p>11<sup>th</sup></p> <p><b>9.00-4.00</b> Create A Resume &amp; Cover Letter To Make a Great First</p>	<p>12<sup>th</sup></p> <p><b>9.00-3.00</b> Brilliant Interviews How To Really Shine</p>	<p>13<sup>th</sup></p> <p><b>9.00 - 12.00</b> Computers for Work: Excel  <b>1.00 - 2.30</b> Resume Feedback</p>
<p>16<sup>th</sup></p>	<p>17<sup>th</sup></p>	<p>18<sup>th</sup></p> <p><b>9.00 - 11.30</b> Healthy Living on a Budget</p>	<p>19<sup>th</sup></p>	<p>20<sup>th</sup></p> <p><b>9.00 - 12.00</b> Computers for Work: Outlook</p>
<p>23<sup>rd</sup></p>	<p>24<sup>th</sup></p>	<p>25<sup>th</sup></p> <p><b>9.30 - 12.00</b> Effective Job Search Strategies: Social Media &amp; Online Job Search: LinkedIn &amp; Indeed</p>	<p>26<sup>th</sup></p>	<p>27<sup>th</sup></p>
<p>30<sup>th</sup></p>	<p>31<sup>st</sup></p>	<p>Aug 1<sup>st</sup></p> <p><b>9.00 - 3.30</b> Workplace Essential Skills, Includes Assessments, Communication, Decision Making &amp; Problem Solving</p>	<p>2<sup>nd</sup></p>	<p>3<sup>rd</sup></p>

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



### **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

## **One Day Workshops:**

### **Computer Skills For Work**

Learn the key skills you need to use Word, Excel & Outlook, three of the most sought after programs by employers. These classes are fully hands on, practical activity based.

### **Healthy Living on a Budget**

Healthy living means making positive choices that enhance your personal physical, mental and spiritual health. You make these choices when you: eat nutritiously, build a circle of social contacts to create a supportive environment of people who care for you and respect you, stay physically active to keep your body strong, reduce stress, and improve your energy & put an end to other negative lifestyle practices

### **Social Media, Indeed & LinkedIn**

Understand how your social media presence affects your job search; Learn about opportunities for networking via LinkedIn and start building up your profile. See how to maximise your online job search using one of the most effective websites – Indeed

### **Workplace Essential Skills**

What skills do Employers want? Identify the strengths you have in numeracy, reading & document use. Communicate effectively, learn ways to make informed decisions, creatively problem solve & use assertive communication to help build workplace relationships.  
Complete self-assessments & activities to show your level of ability in these areas & how they relate to your chosen career