




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