


Mon	Tue	Wed	Thu	Fri
30 <sup>th</sup>	31 <sup>st</sup> <u>9.00 - 10.30</u> WorkBC Registration	1 <sup>st</sup> <u>9.00 - 12.00</u> Essential Skills Assessments	2 <sup>nd</sup> <u>9.00 - 4.00</u> Career & Self Assessments	3 <sup>rd</sup>
6 <sup>th</sup> 	7 <sup>th</sup> <u>9.00 - 3.30</u> Personal Branding & Marketing Guest presenter: Christian Van Buskirk M.B.A. Service Essentials Consulting	8 <sup>th</sup> <u>9.00 - 10.30</u> WorkBC Registration	9 <sup>th</sup> <u>9.00 - 4.00</u> Create A Resume & Cover Letter To Make a Great First Impression <u>9.30 – 12.30</u> Self-Employment Orientation Reger Group Call your client advisor to register	10 <sup>th</sup> <u>9.00 - 2.30</u> Brilliant Interviews How To Really Shine
13 <sup>th</sup> <u>9.00 – 12.00</u> Effective Job Search Strategies: Social Media & Online Job Search: LinkedIn & Indeed	14 <sup>th</sup>	15 <sup>th</sup> <u>9.00 - 10.30</u> WorkBC Registration	16 <sup>th</sup>	17 <sup>th</sup> <u>9.00 - 12.00</u> Introduction to Computers & File Management
20 <sup>th</sup>	21 <sup>st</sup> <u>9.00 - 10.30</u> WorkBC Registration	22 <sup>nd</sup> <u>9.00 – 3.00</u> Building Self-Esteem		24 <sup>th</sup> <u>9.00 - 12.00</u> Computer Skills: Word
27 <sup>th</sup> <u>9.00 - 10.30</u> WorkBC Registration	28 <sup>th</sup>	29 <sup>th</sup> <u>9.00 - 11.00</u> Ability in Disability	30 <sup>th</sup> <u>9.00 - 10.30</u> WorkBC Registration	31 <sup>st</sup> <u>9.00 - 12.00</u> Computer Skills: Excel

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

### Employment Strategies Workshops:

This group of workshops builds on each other to give a complete picture of the job search process. Starting with career assessments to help identify ideas and choices you may not have considered before through to how to successfully job search, apply & interview.

(Workshops in this category are highlighted in yellow in the calendar.)

#### **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.

#### **Effective Job Search Strategies**

Using social media & online methods to job search – includes LinkedIn & Indeed

#### **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

### Skills Development Workshops:

#### **Computer Skills**

Learn the key skills you need to use Word, Excel & Outlook, three of the most sought after programs by employers as well as computer basics. These classes are fully hands on, practical activity based. They are designed for absolute beginners or those needing more confidence. Friendly, low pressure & informal.

#### **Building Self-Esteem**

Build confidence in your abilities & skills.

#### **Ability In Disability**

Help to find your strengths or discussing your limitations, have fun learning about yourself. A two hour workshop to learn techniques for managing & understanding anxiety in the workplace.

### WorkBC Registration

Attending one of these sessions is part of the registration process for case management and all the benefits that open up to you. Please register with our front desk staff, Deanne or Gurby.

Essential Skills Assessments are included in this session