



Mon	Tue	Wed	Thu	Fri
<p>3<sup>rd</sup> September</p>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>
<b>CAREER &amp; EMPLOYMENT WEEK</b>				
10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	13 <sup>th</sup>	14 <sup>th</sup>
<p><u>9.00 - 4.00</u> Career &amp; Self Assessments</p>	<p><u>9.00 - 3.30</u> Personal Branding &amp; Marketing Guest presenter: Christian Van Buskirk M.B.A. Service Essentials Consulting</p>	<p><u>9.00 - 4.00</u> Create A Resume &amp; Cover Letter To Make a Great First Impression</p>	<p><u>9.00 - 2.30</u> Brilliant Interviews How To Really Shine</p>	<p><u>9.00 - 12.00</u> Effective Job Search Strategies: Social Media &amp; Online Job Search: LinkedIn &amp; Indeed</p>
17 <sup>th</sup>	18 <sup>th</sup>	19 <sup>th</sup>	20 <sup>th</sup>	21 <sup>st</sup>
		<p><u>9.00 - 12.00</u> Introduction to Computers &amp; File Management</p>		<p><u>9.00 - 3.00</u> Workplace Communication</p>
24 <sup>th</sup>	25 <sup>th</sup>	26 <sup>th</sup>	27 <sup>th</sup>	28 <sup>th</sup>
	<p><u>9.00 - 3.00</u> Building Self-Esteem</p>	<p><u>9.00 - 12.00</u> Computer Skills: Word</p>	<p><u>9.00 - 11.30</u> Ability in Disability</p>	<p><u>9.00 - 12.00</u> Computer Skills: Excel</p>

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



### *Career & Employment Strategies*

***This group of workshops builds on each other to give a complete over-view 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.

#### **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

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

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

### *Skills Development Workshops*

#### **Essential Skills Assessments**

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.

#### **Workplace Communication**

Do you find misunderstand you?

Learn how to use assertive communication to help build relationships in the workplace & life.

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

What is self-esteem? Where does it come from? What compromises your self-esteem? How is it affecting your life? How do you get more of it? We will explore those questions and more.

#### **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.

### *Computer Skills*

These classes are designed for absolute beginners or those needing more confidence. Friendly, low pressure & informal.

Learn the key skills you need to use Word & Excel, for employment, self-employment or effective job search.

These classes are fully hands on, practical activity based.

**These classes are for beginners, to build confidence when using a computer**

