


December 2018

Workshop Calendar



Mon	Tue	Wed	Thu	Fri	
3	4	5 <u>9:30-3</u> Career Assessment	6 <u>9:30-3</u> Success Strategies Time management, goal setting	7	<p><i>This group of workshops builds on each other to give a complete over-view of the job search process</i></p> <p>Preparing for job search Workshops:</p> <ul style="list-style-type: none"> • Career Assessment to clearly identify your skills, strengths & careers that match. Career assessments to help identify ideas and choices you may not have considered before, through to how to successfully job search, apply & interview • Success Strategies to ensure you use your time management, goal setting, & planning to achieve. Learn how to self market & use the hidden job market <p>Tools for Job Search:</p> <p>Creating resumes & cover letters that sell you to potential employers & successful interviewing.</p> <p>E-applications How to submit applications online, via email, Indeed.</p> <p>Computer Training & Assessment</p> <ul style="list-style-type: none"> • Assessments of your computer strengths & identify areas that may need attention. Two assessment general computer skills & using Word for Work
10	11 <u>10-12</u> Computer Competency Assessment General computer skills	12 <u>9:30-3</u> Tools for Job application – resume, cover letters, hidden job market	13	14 <u>9:30-11</u> Resume & Cover Letter Feedback	
17	18	19 <u>9:30-12</u> Resource Room E- Applications	20	21 <u>9:30-12</u> Word for Work Assessment	
24	25 	26	27 <u>10 – 11.30</u> Resource Room Assistance	28	
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