

Mon	Tue	Wed	Thu	Fri
	1 HAPPY★NEW★YEAR	2	3	4 9.30-11.30 General Job Search (Resource Room)
7	8 9.00-3.00 Career Assessments	9 9.30-12.00 Webinar Available Job Search Tips	10 9.30-12.00 Self Employment Orientation	11 9.00-12.00 Webinar Available How To Apply For Jobs
14	15	16 9.30-3.00 Webinar Available Resumes & Cover Letters	17 9.30-2.30 Webinar Available Interviews	18
21	22	23 9.00-3.00 Computers for Work Day 1 of 3	24 9.00-3.00 Computer for Work Day 2 of 3	25 9.00-3.00 Computer for Work Day 3 of 3
28	29	30 9.30-11.30 General Job Search (Resource Room)	31	

Please speak with you Case Manager or Reception, 250-656-0134, to register

Our job search Workshops include:

- Drop in at the Resource Room for help with resumes, cover letters, and application. Whatever you need help with
- Career assessments will help identify ideas and choices you may not have considered before, see your strengths & interests
- Job Search Tips on using the hidden job market, self marketing techniques & social media to find possible employers
- Self Employment Orientation. On EI? Have a business idea? Register for this session with your Case Manager
- How to apply for jobs Research online job postings & create a powerful employment profile on LinkedIn & Indeed
- Success Strategies: set goals & manage your time to achieve
- Create effective targeted resumes & cover letters that sell you to potential employers
- How to successfully interview, mock interview practice; appropriate follow-up techniques
- 3 Day Computer Skills For Work:** Learn the key skills you need to use Word, Excel & Outlook, three of the most sought after programs by employers. With an introduction to PowerPoint & Presentations. These classes are fully hands on, practical activity based.

Computer Skills Assessments

Available 1:1. Please Speak with your Case Manager, or Cathryn, 250-655-5303