







Employment Services

February Workshops

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
	Call to book your Information Session or Workshop. Pre-registration is required.	Job Search Resources and Tools 9:30 am - 12:00 pm Apprenticeship Information 2:00 pm - 3:00 pm	Second Career Information Session 9:30 am - 11:00 am	Book Now! to see a Employment Consultant. 
6	7	8	9	10
Hidden Job Market 1:30 pm - 4:00 pm	Book now! Meet with a Job Developer. 	Write your Winning Resume 9:30 am - 12:30 pm Dynamic Cover Letters 1:30 pm - 4:00 pm	Interview Strategies 9:30 am - 12:30 pm	
13	14	15	16	17
Using Social Networking 9:30 am - 12:00 pm Second Career Information Session 2:00 pm - 3:30 pm		Check our website regularly for Job Fairs and Events! 	Practice Firm Information Session 2:00 pm - 3:30 pm	
20	21	22	23	24
Job Skills Closed for Family Day		Write your Winning Resume 9:30 am - 12:30 pm	Job Search Resources and Tools 9:30 am - 12:00 pm Self Employment Benefits Information Session 2:00 pm - 3:30 pm	
27	28	29		
Second Career Information Session 9:30 am - 11:00 am Hidden Job Market 1:30 pm - 4:00 pm		Interview Strategies 9:30 am - 12:30 pm	Check www.jobskills.org/hotjobs/ for our "Hot Jobs" 	



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This Employment Ontario Service is funded in part by the Government of Canada

See reverse for more details.



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Information Session and Workshop Descriptions February 2012

Information Sessions

Job Search Resources and Tools Session: This information session is recommended as a first step for all new and returning clients. You will learn about the services offered in Job Skills Employment Services full suite centres. You will also have the opportunity to find out about the various tools required for your successful job search including resumes, cover letters, career portfolios and ways to use the internet in your job search. This session is 3 hours long and will be followed by individual question and answer sessions.

Second Career Information Session Second Career is an Ontario government program that helps you train for a new job. If you were laid off any time after January 1, 2005 you may be eligible to apply for Second Career. This session will provide step-by-step information about the eligibility and suitability criteria for Second Career and will discuss the financial support that may be available along with direction for next steps in the process.

Self-Employment Information Session A guest speaker from one of Job Skills' Business Services offices will provide information about self-employment as a career choice. Programs such as the Self-Employment Benefits program and the Youth Entrepreneurship Program will be discussed.

RCMP Information Session The RCMP is hiring! If you are interested in pursuing a career as a police officer, this session is for you. A guest speaker from the RCMP will present information about careers and the recruitment process. Visit www.rcmp.ca for details.

Apprenticeship Information Session Apprenticeship is a hands-on training program for people who want to work in a skilled trade, that can lead to a rewarding career in a high demand market. This session discusses some of the skilled trades in Ontario, and the process for becoming an apprentice.

Workshops

Job Search Workshops Not sure where to begin with your job search? Looking to improve your resume or interview strategies? These interactive workshops are for you. Learn new ways to search for the right job, access the hidden job market, highlight your skills and accomplishments in your resume and cover letter, and present yourself effectively in interviews. Our job search series includes: Job Search Tools; Writing your Winning Resume; Dynamic Cover Letters; Interview Strategies; Hidden Job Market; Networking Sessions; and more.

Career Exploration Workshops Thinking about changing your career? Planning your first career? These workshops will help you explore your options and determine the best career choice for you. Assess your personality, values, skills, abilities and interests to find careers that suit you. Discover how to research careers and occupations, and how to successfully manage a career change. These workshops can be taken as a series or individually. Choose from Personality & Fit; Values & Work Environment; Workplace Skills & Abilities; Exploring Work Interests; Labour Market Research; and Managing Career Change.

Workshops topics are rotated each month and some workshops may not be offered at every location.

Please talk to the RI Specialist for further information. Pre-registration is required.



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