

MARCH 2018 ERC & WORKSHOP CALENDAR

Space is limited: please call 905.670.1967 or email erc@peelcareer.com to register!

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1 Interview Skills: Convince the Employer to hire YOU! 9am - 11:30am	2
5	6	7	8 Resume Workshop 9am - 11:30am	9
12	13	14 Personality Dimensions Workshop 9am - 12pm	15	16
19	20 Life/Essential Skills 3: Time Management a. Goal Setting b. Problem Solving c. Decision Making 9am - 11:30am	21	22	23
26 Second Career Info Session. 9:30am - 10:30am	27	28	29	30 OFFICE CLOSED

CORE MONTHLY WORKSHOP DESCRIPTION

Resume Workshop: Learn about different resume styles and how to select the most effective style for you. In this workshop you will learn how to develop a resume that gets the employers attention and captures their interest so that they will contact you for an interview!

Interview Skills - Convince the Employer to Hire YOU! : Learn how to effectively answer common and challenging interview questions and practice during a group and/or one-on-one mock interview!

Second Career Info Session: A comprehensive review of the Second Career program eligibility requirements and detailed step-by-step information regarding the application process.

Customer Service Workshop - Not just for retail: A look at how great customer service can benefit both your work and personal life.

PROFESSIONAL DEVELOPMENT WORKSHOP DESCRIPTIONS

Job Search Boot Camp: Attend our Boot Camp training sessions to strengthen your job search muscle. You will develop key strategies to "brush up" on your employability fitness. A **must** attend for those who need to **STAND OUT** in the highly competitive job search market! You will leave with increased confidence and insider HR tips and tricks to help you land your ideal job!

1. LinkedIn...the Power of Networking and your Online presence
2. Marketing your employment value/strengths
 - a. Job Search techniques and how to find your Dream Job
3. Behavioural-based interview questions and how to answer them like a rock star!
 - a. Dressing for success
 - b. Post-interview etiquette
 - c. Tips for following up

Personality Dimensions: "The Personality Dimensions Workshop will allow you to have a clearer understanding of yourself and an appreciation of others. It will also provide you with a valuable base for empowering communication with others.

Life/Essential Skills Workshop: Designed to assist clients with coping with job loss, the process of self repair and setting goals. The workshop is a three part series that tackles:

1. Managing Job Loss
 - a. Identifying Skills
 - b. Building Self Esteem
2. Job Retention
 - a. Conflict Resolution
 - b. Anger Management
3. Time Management
 - d. Goal Setting
 - e. Problem Solving
 - f. Decision Making

Workshops are available to everyone FREE of charge!

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ERC Hours: Monday – Thursday: 8am - 4pm, Friday: 8am - 12pm

Closed Monday to Thursday between 12pm and 1pm for lunch