

# JANUARY 2018 ERC & WORKSHOP CALENDAR

**\*Space is limited: please call 905.670.1967 or email [erc@peelcareer.com](mailto:erc@peelcareer.com) to register!\***

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
8	9	10	11	12
15	16	17	18 <b>Interview Skills: Convince the Employer to hire YOU!</b> 9am - 11:30am	19
22	23	24 <b>Job Search Boot Camp : 1 LinkedIn. The Power of Networking and your Online presence</b> 10am - 11:30am	25	26
29 <b>Second Career Info Session</b> 9:30am - 10:30am	30	31 <b>Customer Service Workshop: Not just for Retail</b> 9am – 11:00am		

## **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
1. Job Retention
  - a. Conflict Resolution
  - b. Anger Management
2. Time Management
  - a. Goal Setting
  - b. Problem Solving
  - c. Decision Making

**Workshops are available to everyone FREE of charge!**

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