

# NOV 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  |
|--|--|---|---|
| <p>USE THE RESOURCE CENTRE AS PART OF YOUR JOB SEARCH!<br/>FREE WI-FI<br/>COMPUTERS, PRINTER, COPY MACHINE<br/>SCANNER, PHONE, FAX</p> |  | <p><b>SPECIAL EVENT!</b><br/>YOUTH JOB SEARCH WORKSHOP<br/>AGES 15-29<br/>FRIDAY NOV. 23, 2018 FROM 10 AM - 12 PM<br/>PEEL CAREER ASSESSMENT SERVICES</p> |   |
| 5  | 6<br>Job Search Boot Camp 1:<br>LinkedIn. The Power of Networking and your Online presence<br>10am - 11:30am             | 7<br>Job Finding Club:<br>Hidden job Market, Job Leads and more...<br>10am - 11:30am  | 8   |
| 12<br>Second Career Information Session<br>9:30am - 10:30am  | 13<br>Life/Essential Skills 1:<br>Managing Job Loss<br>a. Identifying Skills<br>b. Building Self Esteem<br>9am - 11:30am | 14  | 15<br>Canadian Workplace Culture: What to Expect from your First Job in Canada<br>10am - 12:00pm                  |
| 19   | 20<br>Job Search Boot Camp 2:<br>Marketing Your Employment Value/Strengths<br>10am - 11:30am                             | 21<br>Job Finding Club:<br>Hidden job Market, Job Leads and more...<br>10am - 11:30am   | 22<br>Resume Workshop:<br>Not getting calls from Employers? Learn why<br>9am - 11:30am                            |
| 26<br>Second Career Information Session<br>9:30am - 10:30am  | 27<br>Interview Skills:<br>Convince the Employer to hire YOU!<br>9am - 11:30am   | 28  | 29<br>Life/Essential Skills 2:<br>Job Retention<br>a. Anger Management<br>b. Conflict Resolution<br>9am - 11:30am |

## **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 employer's 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 yet challenging interview questions and practice during a group and/or one-to-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.

**Job Finding Club (JFC):** If you think you are job ready, you need to join PCAS' JFC! Learn about the hidden job market, gain access to job leads and strategies to maximize your employer network.

## **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 HR insider tips 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

**Canadian Workplace Culture:** This workshop will help you understand the influence culture has on behaviour and will discuss how to adapt to the Canadian work environment. The session will focus on job search, job retention and Canadian workplace etiquette.

**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
  - a. Goal Setting
  - b. Problem Solving
  - c. Decision Making

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

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