


JANUARY 2019 ERC & WORKSHOP CALENDAR

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
	1 OFFICE CLOSED 	USE THE RESOURCE CENTRE AS PART OF YOUR JOB SEARCH!! FREE WI-FI, COMPUTERS, FAX, PHONE, SCANNER	
7	8 Job Finding Club: Hidden job Market, Job Leads and more... 10am - 11:30am	9	10 Job Search Boot Camp 1: LinkedIn. The Power of Networking and your Online presence 10am - 11:30am
14 Second Career Info Session 9:30am - 10:30am	15 Resume Workshop: Not getting calls from Employers? Learn why 9:30am - 12pm	16 Canadian Workplace Culture: What to Expect from your First Job in Canada 10am - 12:00pm	17 Life/Essential Skills 1: Managing Job Loss a. Identifying Skills b. Building Self Esteem 9:30am - 12pm
21	22 Job Finding Club: Hidden job Market, Job Leads and more... 10am - 11:30am	23	24 Interview Skills: Convince the Employer to hire YOU! 9:30am - 12pm
28 Second Career Info Session 9:30am - 10:30am	29	30 Job Search Boot Camp 2: Marketing Your Employment Value/Strengths 10am - 11:30am	31

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 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.

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 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

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