



Employment Services Brampton



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CENTRE HOURS: Monday to Friday 8:30 am - 4:30 pm

DECEMBER 2017 WORKSHOP CALENDAR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
4 Strategic Resume - the right one will make the difference! Learn from the experts! 9:30am – 12:30pm	5	6 Ace Your Interview - The Interview is the key to getting the job 9:30am – 12:30pm	7	8 Networking & Job Search Strategies and Building Your Labour Market Profile 9:30am – 12:30pm
11 Resume Review (Strategic Resume Pre-requisite) 9:30am - 12:30pm	12	13	14	15  Information Session 10:00am – 12:00pm
18	19 Strategic Resume - the right one will make the difference! Learn from the experts! 9:30am – 12:30pm	20	21 Ace Your Interview - The Interview is the key to getting the job 9:30am – 12:30pm	22
25  CHRISTMAS DAY OFFICE CLOSED	26  BOXING DAY OFFICE CLOSED	27	28	29

Register as soon as possible to reserve a seat and please call if you are unable to attend.
 As a courtesy to others, please arrive ON TIME for your workshops. Thank you!



This Employment Ontario service is funded in part by the

Workshop Descriptions

Strategic Resumes - *the right one will make the difference! Learn from the experts!* (3 hours)

- Learn how to write a targeted resume using accomplishment statements and keywords
- Identify what information employers are looking for when they review resumes
- Discover how to market yourself effectively by using various types of resumes

Ace Your Interview - *The Interview is the key to getting the job* (3 hours)

- Discover how to handle challenging interview questions with confidence
- Find out the common mistakes that happen in interviews and how to avoid them

Networking and Job Search Strategies - *85% of Jobs are not advertised!* (1.5 hours)

- Find out where the jobs are and how to gain access to them
- Discover how easy it is to Network to get employed

Building your Labour Market Profile (1.5 hours)

- Navigate online labour market information to research job opportunities, employers, trends and wages
- Access useful job search websites such as Working in Canada and Scott's Business Directory

Mentorship Information Session (2 hours)

- Gain a better understanding of the Canadian workplace and industry trends
- Build a local professional network

Resume Review – Strategic Resume Workshop pre-requisite (3 hours)

- The resume review is a structured workshop where individuals will ask questions about their resumes and have the opportunity to have a HR perspective from the employer's point of view.