

March 2018 Workshop Calendar

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6 Job search strategies and self-marketing 10am-12pm Resume Best Practices 1-3pm	7 Career Planning 10am-12pm Interview Prep 1-3pm	8 Transferrable Skills 10am-12pm Resume Critique 1-3pm	9 Practice interviews 1-3pm	10
11	12 Employment Standards 1-3pm	13 Job search strategies and self-marketing 10am-12pm Resume Best Practices 1pm-3pm	14 Career Planning 10am-12pm Interview Prep 1-3pm	15 Transferrable Skills 10am-12pm Resume Critique 1-3pm	16 Disclosure, accommodations and assistive tech 1-3pm	17
18	19	20 Job search strategies and self-marketing 10am-12pm Resume Best Practices 1pm-3pm	21 Career Planning 10am-12pm Interview Prep 1-3pm	22 Transferrable Skills 10am-12pm Resume Critique 1-3pm	23 Practice interviews 1-3pm	24
25	26 Job Retention and the First 90 Days 1-3pm	27 Job search strategies and self-marketing 10am-12pm Resume Best Practices 1pm-3pm	28 Career Planning 10am-12pm Interview Prep 1-3pm	29 Transferrable Skills 10am-12pm Resume Critique 1-3pm	30 STAT HOLIDAY	31 M

Workshop Descriptions and Requirements

Career Planning: explore your interests and how you can work toward your short, medium and long-term career goals.

Coming Prepared: speak with a Career Advisor at one of our Employment Resource Centres about getting set up for a Career Cruising account so you can explore your interests and what jobs might be a good match for you. This will allow you to get more out of this workshop.

Transferrable Skills: transitioning careers or unsure of how to explain your transferrable skills? Identify and understand how to sell your transferrable skills to an employer.

Coming Prepared: come with a clear idea of your job targets and your employment history. We suggest participating in a Career Planning workshop before attending.

Resume Best Practices: learn what makes a good resume, and how target your resume to job postings for greater success.

Coming Prepared: any participants must come to the workshop prepared with your employment history and/or a rough draft of your resume. This workshop will use computers, so basic Microsoft Word skills are an asset to participation, or edits may be done by hand.

Resume Critique: resume not getting the results you hoped for? Let our experts review your resume and give you meaningful suggestions to improve it based on the latest employment trends.

Coming Prepared: participants should have already completed resume best practices and must have a resume ready for review.

Job Search Strategies and Self Marketing: find out what makes a good job posting, where to search for jobs, how to market yourself, and learn to tap into the hidden job market.

Coming Prepared: come with a clear idea of your job targets and your employment history. We suggest participating in a Career Planning workshop before attending.

Interview Best Practices: learn how to prepare for an interview, avoid potential pitfalls, and how to answer some of the most common interview questions.

Coming Prepared: know what type of job you're looking for and bring a copy of your resume to get the most out of this workshop.

Practice Interviews: getting interviews but not landing the job? Participate in our practice interview workshop to get feedback on body language, your answers, interview attire, and best practices.

Coming Prepared: participants must bring their resume, sample job postings, and dress appropriately for an interview.

Disclosure, Accommodations, and Assistive Tech: worried about disclosing a disability or need for an accommodation? Understand the legalities and practicalities surrounding disclosure and accommodations while learning about different assistive technology that can help!

Job Retention and the First 90 Days: discover what employers expect when starting a new job and how you can have the most success at maintaining and thriving in your job!

Employment Standards: know your rights as an employee and how to advocate for yourself.