

Prospect Human Services Workshops July 2017

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When registering, please indicate any accommodations you may need to access the workshop.

Essential Skills workshops are held at Studio C #235, 1721 29th Ave SW, Calgary Alberta, T2T 6T7

Monday	Tuesday	Wednesday	Thursday	Friday
<p>3 Resume and Cover Letter Overview: 10-12pm (Public) mpr Resume and Cover Letter Overview: 12:30-3:00 (Public)OF</p>	<p>4 Resume and Cover Letter Development 1-3pm (Closed)OF</p>	<p>5 Stampede BBQ: 12- 2:30 Back Parking Area (Public)</p>	<p>6 Group Resume and Cover Letter Critique: 1-3pm (Closed) OF</p>	<p>7</p>
<p>10 Job Search Overview: 10-12pm (Public) mpr</p>	<p>11</p>	<p>12</p>	<p>13 Empowerment: The Power of Intention 9-12pm (Public) mpr Using Career Cruising: 10-12pm (Closed) OF Networking & Tapping into the Hidden Job Market: 1-3pm (Closed) OF</p>	<p>14 Using Social Media for Your Job Search/ LinkedIn: 10-12pm (Closed) OF Job Search Tracking & Lab Time: 1-3pm (Closed) OF</p>
<p>17 Interviewing Overview: 10-12pm/break/ 1-3pm (Public) mpr</p>	<p>18</p>	<p>19 Interviewing Group Practice: 10-12pm/break/ 1-3pm (Closed) OF</p>	<p>20 Empowerment: Aligning Mind, Behaviors and Emotions 9-12pm (Public) mpr Time Management & Teamwork –Photo Scavenger hunt 9-12:30pm (Public)</p>	<p>21 Interviewing Mock Interviews: 10-12pm/break/ Viewing Party:1-3pm (Closed) OF</p>
<p>24 Career Planning Overview: 10-12pm (Public) mpr</p>	<p>25</p>	<p>26 Personality Dimensions: 10-12pm /break/ 1-3pm (Closed) OF</p>	<p>27 Empowerment: Changing Habits 9-12pm (Public) mpr Card Sort and Intro to Career Cruising: 10 -12pm (Closed) OF Career Cruising and Research 1-3 pm (Closed) OF Assertive Communication - Collage and Creative Writing 9-12:30pm (Public)</p>	<p>28</p>

Resume and Cover Letter Overview. An overview of effective resume and cover letter formats, content and purposes. Learn about the importance of customizing to your job target.

Resume and Cover Letter Development. Search for a posted job ad and tailor your resume and cover letter to the job profile. Learn about what needs to be changed.

Group Resume and Cover Letter Critique. Share your resume and cover letter with another group member for critiquing, run your documents through a keyword scanner

Career Planning Overview. Having a realistic career plan in place is an essential part of our personal growth, development and personal fulfillment

Career Planning Personality Dimensions. In this full day workshop, discover more about what makes you tick and what that means in relation to others and your career choices.

Career Planning Card Sort and Intro to Career Cruising. Identify skills that are central to your personal and career satisfaction and success and build your career portfolio.

Career Planning Career Cruising and Research. Begin to apply the skills developed in Career Cruising software towards exploring future career goals.

Job Search Overview. Jump start your job search with these useful strategies.

Job Search Using Career Cruising. Explore several ways to approach the job search.

Job Search Networking & Tapping into the Hidden Job Market. All about networking and uncovering the hidden job market.

Job Search Using Social Media for Your Job Search/ LinkedIn. Exploring LinkedIn.

Job Search Tracking & Lab Time. Putting your job search strategies into practice!

Interviewing. Some topics will include preparing for an Interview, reaching your target company and making a great first impression.

Interviewing Group Practice. This will consist of small group interviews, individual 1 on 1 review and speed interviews.

Interviewing Mock Interviews. Mock interviews, more group practice and feedback from the facilitators.

Empowerment-The Power of Intention. The intent of this module is to speak about the mental state that we create with INTENTION and the commitment that we make to ourselves to carry actions and mental activities to support the intended change.

Empowerment-Aligning Mind Body and Emotions. The intent of this module is to understand the internal conversation that we carry in our mind. It is estimated that we have approximately 60,000 thoughts a day!

Empowerment- Changing Habits. The module includes theory of change, brain facts and information about brain changes when trying to unlearn a behavior.

Time Management & Teamwork –Photo Scavenger hunt. Participants are given a list of themes to interpret through the medium of digital photography.

Time management will be applied creatively and with an analytical approach. Teamwork will also be practiced!

Assertive Communication -Collage and Creative Writing Join this guided experiential workshop where you will be able to discuss and practice assertive communication and complete your very own collage. There will be some creative writing and a final opportunity to practice assertive communication in a group dynamic, an important skill to have in the workplace.

Clients must register for ANY workshops they plan on attending.