

Prospect Workshops, October 2017

915 33rd St NE Calgary AB T2A 6T2, 403-387-6025, theworx.org

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

| Monday | Tuesday | Wednesday | Thursday | Friday |
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| <p>2</p> <p>For more copies check out theworx.org To register for a workshop email info@theworx.org</p> | <p>3</p> | <p>4</p> <p>Momentum, Budgeting– Control Your Money: 9:00-10:30am</p> | <p>5</p> <p>Painting, Drawing, or Sculpture - Communication, Time Management, & Teamwork: 9:30am-12:30pm</p> <p>Introduction to Keyboarding: 1-3pm</p> | <p>6</p> |
| <p>9</p> | <p>10</p> <p>Career Planning: 10:00-3:00pm</p> <p>Resume and Cover Letters: 10-3:00pm</p> <p>Supported Job Search: pm,</p> | <p>11</p> <p>Career Planning: 10:00-3:00pm</p> | <p>12</p> <p>Empowerment- Changing Habits 9-12:00pm</p> <p>Photography -Time Management: 9:30-12:30</p> <p>Introduction to the Internet: 1-3pm</p> | <p>13</p> |
| <p>16</p> | <p>17</p> <p>Resume and Cover Letters: 10-3:00pm</p> <p>Supported Job Search: pm</p> | <p>18</p> <p>Momentum, Credit–Take Charge of It!: 1:30-3:00pm</p> | <p>19</p> <p>Empowerment-Strategies for Life: 9-12:00pm</p> <p>Collage and Mixed Media - Stress Management: 9:30-12:30</p> <p>Introduction to Social Media: 1-3pm</p> | <p>20</p> |
| <p>23</p> <p>Job Search: 10-12:00/ break/1 pm to 3 pm</p> | <p>24</p> <p>Resume and Cover Letters: 10-3:00pm</p> <p>Supported Job Search: pm</p> | <p>25</p> | <p>26</p> <p>Empowerment-The Power of Intention: 9-12:00pm</p> <p>Painting, Clay, Collage, & Drawing –Communication: 9:30- 12:30</p> <p>Social Media and Privacy: 1-3pm</p> | <p>27</p> |
| <p>30</p> <p>Interviewing: 10-3:00pm</p> | <p>31</p> <p>Interviewing: 10-3:00pm</p> <p>Resume and Cover Letters: 10-3:00pm</p> <p>Supported Job Search: pm</p> | | | |

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Momentum, Budgeting:

Understand the differences between needs and wants and how it affects your spending habits. Learn to track your expenses and put together a budget.

Momentum, Credit:

Learn about the different types of credit products and how to use them wisely. Learn about ways to pay down your debt and where you can turn to for help.

Changing Habits:

The module includes theory of change, brain facts, and information about brain changes when trying to unlearn a behavior, emotion and or changing your mind about something and replacing it with new understanding and new knowledge.

Strategies for Life:

Overtime each one of us is able to rely on personal strategies that support us as individuals... in this module I would like to include powerful strategies in learning about potential, changing the energy of dysfunctional memories, changing participants' personal beliefs about themselves that can change their disposition to their journey.

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!

Career Planning:

In this workshop series, delivered over 2 days, you will access online and paper assessments to help you to identify the skills that make you an excellent candidate for your next position! You will also learn how to effectively research your career options and make informed decisions on the next stop in the career journey.

Resume & Cover Letters:

During this class, clients will learn how to read a job posting to mirror and target their documents for greater success. Clients will be spending a great deal of time on Microsoft Word, as well as online. Please bring a copy of your current resume and cover letter (if you have them) on a memory stick.

Job Search Strategies:

This class will help you to tell the difference between a good posting and one that is too good to be true. Participants will be online exploring job.

Interviewing Skills:

This class is offered over 3 days where participants will engage in highly interactive and fun interviewing practice sessions, leading to a mock interviews.

Introduction to Keyboarding:

Use free online tutorials to learn basic keyboarding (typing) skills and improve speed, accuracy and focus.

Introduction the Internet:

Learn about search engines and how to search using basic keywords and search functions.

Introduction to Social Media:

This program will introduce popular social media networking sites and explore the basics of social media.

Social Media and Privacy:

The goal of this course is to introduce common threats or concerns users may encounter while using social media.

STUDIO C -ESSENTIAL SKILLS - HELD AT STUDIO C #235, 1721 29TH AVE SW, CALGARY ALBERTA

Communication, Time Management, and Teamwork – Choice of Painting, Drawing, or Sculpting

Working together and get some fresh air outdoors to practice communication and time management. Teams will head back into the studio to create individual artwork based off a prompt.

Time Management – Photography

Participants are given a list of themes to interpret through digital photography. Time management will be applied creatively and with an analytical approach. Teamwork will also be practiced!

Stress Management – Collage and Mixed Media

Work on mindfulness and stress management by experimenting with the medium of collage and mixed media. Learn to scale your level of stress and use coping mechanisms, like creativity, to lower your stress levels. We will discuss how this can be transferred to assist you during your employment journey.

Communication & Teamwork – Painting, Clay, Drawing,

Participants work together to create collaborative artworks while exploring a variety of communication styles. Teams practice communication and active listening through giving and following instructions.