



# Job Search Services

*Resources to open doors*

## Events Calendar: March—May 2010

### Workshop Descriptions

*You must be referred into our workshops by an Employment Specialist, ask our friendly staff for more information!*

*You may also call 435-0957 ext. 227 to set up an appointment.*

#### **5 Steps to Employment Success**

The 5 Steps to Employment Success Workshop is made up of five modules: Introduction to Career Exploration; Job Searching Techniques; Networking; Interview Skills; Follow-up.

Sign up for this workshop and you'll learn about effective job searching strategies such as networking, following up with employers, interview skills and much more.

#### **Assertive Communication & Managing Your Emotions**

What is your communication style? Do you deal effectively with your emotions? This workshop will help you answer these questions and also provide additional tools that can be used to maximize your communication skills.

#### **Communicating for Success**

Become a better communicator! Learn how to develop your Active listening skills and reduce common communication barriers.

#### **What Work Works for Me?**

3 days of personality and career strength exploration, in a fun and relaxed atmosphere. Discover the pieces of your personality and find out how you can use this insight to decide on the right job for you!

#### **Interview Skills to Open Doors**

After completion of the Interview Skills to Open Doors workshop, you will feel confident in dealing with a variety of interview topics, such as: behavioral/situational questions, commonly asked questions, and difficult questions. During the day, information will be provided on verbal/non-verbal communication, coping techniques, and a mock interview will be tailored to your career choice.

#### **Managing Change & Transitions**

Change, like death and taxes, cannot be avoided but we can learn to effectively manage change and transitions in our daily lives. This workshop will explore various techniques for dealing more effectively with change and transitions, understanding the job loss cycle and what happens in the "Neutral Zone".

#### **Creating Targeted Cover Letters & Resumes**

Are you creating targeted resumes and cover letters based on specific job ads? Do you need to change your resume and cover letter for each position you apply for? Do you know how employers screen or grade your resume? Find out the answers to these questions and learn how to create a targeted cover letter and resume that will make you stand out from the crowd.

Mon		Tue		Wed		Thu		Fri	
1	2	3	4	5	9-4, 2 day, 5 Steps to Employment Success				
8	9	10	11	12	9-4, 2 day, Interview Skills to Open Doors				
15	16	17	18	19	March Break Week—No Workshops Scheduled				
22	23	24	25	26					
29	30	31	1	10-4, 2 day, Assertive Communication					
Mon		Tue		Wed		Thu		Fri	
		31	1	2	10-4, 2 day, Assertive Communication				
5	6	7	8	9	Good Friday, JSS Closed				
Easter Monday, JSS Closed	9-4, 2 day, 5 Steps to Employment Success		JSS Community Job Fair 9-12 Cole Harbour Place		Managing Change 9 - 3				
12	13	14	15	16	9-4, 2 day, Interview Skills to Open Doors				
19	20	21	22	23	10-4, 3 day, What Works For Me?				
26	27	28	29	30	9-4, 2 day, 5 Steps to Employment Success				
Mon		Tue		Wed		Thu		Fri	
3	4	5	6	7	9-4, 2 day, Interview Skills to Open Doors				
10	11	12	13	14	Managing Change 9 - 3				
17	18	19	20	21	10-4, 2 day, Assertive Communication				
24	25	26	27	28	10-4, 3 day, What Works For Me?				
Victoria Day, JSS Closed	9-4, 2 day, 5 Steps to Employment Success								
31									

**March**

**April**

**May**