

London Training Centre
 Job Search Workshops
 Call 519-685-4331 to register



April 2018

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	2 Resource Assistance 9am-12pm Career Exploration 1pm-3:30pm	3 Resume Drop In 9am-12pm Career Exploration 1pm-3:30pm	4 Resume Workshop 9am-12pm Career Exploration 1pm-3:30pm	5 Online Applications 9am-12pm Career Exploration 1pm-3:30pm	6 Interview Class 9am-3:30pm Interview Practice All Day
Week 2	9 Cover Letters/Bus. Cards 9am-12pm Word 1pm-3:30pm	10 Resume Drop In 9am-12pm Word 1pm-3:30pm	11 Resume Workshop 9am-12pm Word 1pm-3:30pm	12 Workplace Essentials 9am-12pm Word 1pm-3:30pm	13 Effective Job Search Strategies 9am-12pm Resource Assistance 1pm-3:30pm
Week 3	16 Resource Assistance 9am-12pm Online Applications 1pm-3:30pm	17 Resume Drop In 9am-12pm Resource Assistance 1pm-3:30pm	18 Windows Basics 9am-12pm Internet & Email 1pm-3:30pm	19 Resume Workshop 9am-12pm Resource Assistance 1pm-3:30pm	20 Interview Class 9am-3:30pm Interview Practice All Day
Week 4	23 Effective Job Search Strategies 9am-12pm Excel 1pm-3:30pm	24 Resume Workshop 9am-12pm Excel 1pm-3:30pm	25 Cover Letters/Bus. Cards 9am-12pm Excel 1pm-3:30pm	26 Resume Drop In 9am-12pm Excel 1pm-3:30pm	27 Resource Assistance 9am-12pm Resource Assistance 1pm-3:30pm
Week 5	30 Resume Workshop 9am-12pm Career Exploration 1pm-3:30pm	----	----	----	----

Each day of the month we are offering at least one if not two topic options for job seekers to choose. The top listing of the day will run from 9am-12pm. The second bottom of the day listing will run from 1pm- 3:30pm. The **Highlighted** days are scheduled as a full day event with a full one hour for lunch. The **"Greyed"** days are for our registered clients only.

Here is a breakdown of the workshop titles:

JOB SEARCH WORKSHOPS

Interviewing (Types, Difficult Q&A Strategies, Practice)

Resume Workshop (Styles that work, What Employers are Looking for, How to get Picked for Interview)

Cover Letters and Business Cards (Drafting Cover Letters and Business Cards to promote personal brand)

Workplace Essentials (Addresses important issues such as Dealing with Change, Confidence and Developing a Positive Attitude, The Required Elements of Job Success including Communications Skills and Ontario Employment Standards)

Effective Job Search Strategies (Covers important job search tools to make the client job search more effective - covers Networking, Positive Introductions and Information Interviewing, Planning, Staffing Agencies and Social Media in job search)

Online Applications (Strategies and information to help successfully complete online applications for work)

Resume Drop In (Bring your current resume in for an assessment and positive suggestions for improvement)

COMPUTER CLASSES

Windows Basics (Typing, Mouse Control, Windows Navigation, Explanation of Desktop)

Online Applications (Tips and Tricks to get past the computer screening)

Internet / Email (Internet Navigation, Email setup / Practice, Job Boards & Applications)