

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



**February 2018**

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 1</b>	----	----	----	<b>1</b> Resume Drop In 9am-12pm	<b>2</b> Hidden Job Market 9am-12pm
				Self Marketing 1pm-3:30pm	Resource Assistance 1pm-3:30pm
<b>Week 2</b>	<b>5</b> Resumes 9am-12pm	<b>6</b> Resource Assistance 9am-12pm	<b>7</b> Resume Drop In 9am-12pm	<b>8</b> Online Applications 9am-12pm	<b>9</b> Interview Class 9am-3:30pm
	Word 1pm-3:30pm	Word 1pm-3:30pm	Word 1pm-3:30pm	Word 1pm-3:30pm	Interview Practice All Day
<b>Week 3</b>	<b>12</b> Cover Letters/Bus. Cards 9am-12pm	<b>13</b> Resumes 9am-12pm	<b>14</b> Job Readiness 9am-12pm	<b>15</b> Resume Drop In 9am-12pm	<b>16</b> Self Marketing 9am-12pm
	Resource Assistance 1pm-3:30pm	Social Media 1pm-3:30pm	Workplace Awareness 1pm-3:30pm	Resource Assistance 1pm-3:30pm	Hidden Job Market 1pm-3:30pm
<b>Week 4</b>	<b>19</b> CLOSED - HOLIDAY	<b>20</b> Resume Drop In 9am-12pm	<b>21</b> Resumes 9am-12pm	<b>22</b> Online Applications 9am-12pm	<b>23</b> Interview Class 9am-3:30pm
	CLOSED - HOLIDAY	Excel 1pm-3:30pm	Excel 1pm-3:30pm	Excel 1pm-3:30pm	Interview Practice All Day
<b>Week 5</b>	<b>26</b> Resource Assistance 9am-12pm	<b>27</b> Resumes 9am-12pm	<b>28</b> Cover Letters/Bus. Cards 9am-12pm	----	----
	Career Exploration 1pm-3:30pm	Career Exploration 1pm-3:30pm	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 and breakdowns:

## **JOB SEARCH WORKSHOPS**

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

**Resumes** (Styles that work, What Employers are Looking for, How to get Picked for Int.)

**Breaking into The Hidden Market** (80% of the Market is hidden - Learn how to find it)

**Knowledge is Power** (Co. Research beyond their website - Where to go to get info)

**Self Marketing** (Learn how to WOW employers - Get remembered & recognized)

**Workplace Essentials** (Worker Rights and Workplace Communications)

**Job Readiness** (Job Placement Prep and dealing with Difficult people)

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

## **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)

**Social Media** (What is the Buzz and hype about? How to utilize tools for Job Search)