

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



July 2018

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	2 HOLIDAY - CLOSED	3 Resume Drop In 9am-12pm	4 Resume Workshop 9am-12pm	5 Online Applications 9am-12pm	6 Workplace Essentials 9am-12pm
	HOLIDAY - CLOSED	Career Exploration 1pm-3:30pm	Career Exploration 1pm-3:30pm	Career Exploration 1pm-3:30pm	Effective Job Search Strategies 1pm-3:30pm
Week 2	9 Word 9am-12pm	10 Word 9am-12pm	11 Word 9am-12pm	12 Word 9am-12pm	13 Interview Class 9am-3:30pm
	Cover Letters/Bus. Cards 1pm-3:30pm	Resume Drop In 1pm-3:30pm	Resume Workshop 1pm-3:30pm	Resource Assistance 1pm-3:30pm	Interview Practice All Day
Week 3	16 Online Applications 9am-12pm	17 Resume Drop In 9am-12pm	18 Windows Basics 9am-12pm	19 Resume Workshop 9am-12pm	20 Resource Assistance 9am-12pm
	Resource Assistance 1pm-3:30pm	Resource Assistance 1pm-3:30pm	Internet & Email 1pm-3:30pm	Workplace Essentials 1pm-3:30pm	Resource Assistance 1pm-3:30pm
Week 4	23 Excel 9am-12pm	24 Excel 9am-12pm	25 Excel 9am-12pm	26 Excel 9am-12pm	27 Interview Class 9am-3:30pm
	Effective Job Search Strategies 1pm-3:30pm	Resume Workshop 1pm-3:30pm	Cover Letters/Bus. Cards 1pm-3:30pm	Resume Drop In 1pm-3:30pm	Interview Practice All Day
Week 5	30 Resume Workshop 9am-12pm	31 Resource Assistance 9am-12pm	----	----	----
	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:

## **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)