

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



June 2018

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	----	----	----	----	1 Interview Class 9am-3:30pm Interview Practice All Day
Week 2	4 Word 9am-12pm Online Applications 1pm-3:30pm	5 Word 9am-12pm Resume Workshop 1pm-3:30pm	6 Word 9am-12pm Resume Drop In 1pm-3:30pm	7 Word 9am-12pm Workplace Essentials 1pm-3:30pm	8 Effective Job Search Strategies 9am-12pm Resource Assistance 1pm-3:30pm
Week 3	11 Cover Letters/Bus. Cards 9am-12pm Resource Assistance 1pm-3:30pm	12 Resource Assistance 9am-12pm Resume Workshop 1pm-3:30pm	13 Resume Drop In 9am-12pm Windows Basics 1pm-3:30pm	14 Resource Assistance 9am-12pm Resource Assistance 1pm-3:30pm	15 Interview Class 9am-3:30pm Interview Practice All Day
Week 4	18 Excel 9am-12pm Resource Assistance 1-3:30pm	19 Excel 9am-12pm Resume Drop In 1pm-3:30pm	20 Excel 9am-12pm Resume Workshop 1pm-3:30pm	21 Excel 9am-12pm Online Applications 1pm-3:30pm	22 Workplace Essentials 9am-12pm Effective Job Search Strategies 1pm-3:30pm
Week 5	25 Resource Assistance 9am-12pm Resume Drop In 1pm-3:30pm	26 Cover Letters/Bus. Cards 9am-12pm Resource Assistance 1pm-3:30pm	27 Resume Workshop 9am-12pm Resource Assistance 1pm-3:30pm	28 Windows Basics 9am-12pm Internet & Email 1pm-3:30pm	29 Interview Class 9am-3:30pm Interview Practice All Day

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)