

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



March 2018

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 1</b>	----	----	----	<b>1</b> Resume Drop In 9am-12pm	<b>2</b> Windows Basics 9am-12pm
				Career Exploration 1pm-3:30pm	Internet & Email 1pm-3:30pm
<b>Week 2</b>	<b>5</b> Resource Assistance 9am-12pm	<b>6</b> Resume Workshop 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> Workplace Essentials 9am-12pm	<b>14</b> Effective Job Search Strategies 9am-12pm	<b>15</b> Resource Assistance 9am-12pm	<b>16</b> Resume Drop In 9am-12pm
	Resource Assistance 1pm-3:30pm	Resume Workshop 1pm-3:30pm	Resource Assistance 1pm-3:30pm	Resource Assistance 1pm-3:30pm	Resource Assistance 1pm-3:30pm
<b>Week 4</b>	<b>19</b> Resource Assistance 9am-12pm	<b>20</b> Resume Drop In 9am-12pm	<b>21</b> Resume Workshop 9am-12pm	<b>22</b> Online Applications 9am-12pm	<b>23</b> Interview Class 9am-3:30pm
	Excel 1pm-3:30pm	Excel 1pm-3:30pm	Excel 1pm-3:30pm	Excel 1pm-3:30pm	Interview Practice All Day
<b>Week 5</b>	<b>26</b> Workplace Essentials 9am-12pm	<b>27</b> Effective Job Search Strategies 9am-12pm	<b>28</b> Resume Workshop 9am-12pm	<b>29</b> Windows Basics 9am-12pm	<b>30</b> HOLIDAY - CLOSED
	Resume Drop In 1pm-3:30pm	Resource Assistance 1pm-3:30pm	Resource Assistance 1pm-3:30pm	Internet & Email 1pm-3:30pm	HOLIDAY - CLOSED

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)