

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



**May 2018**

|               | Monday  | Tuesday   | Wednesday  | Thursday  | Friday   |
|---------------|---|---|--|---|--|
| <b>Week 1</b> | ----  | <b>1</b> Resource Assistance<br>9am-12pm<br><br>Career Exploration<br>1pm-3:30pm              | <b>2</b> Workplace Essentials<br>9am-12pm<br><br>Career Exploration<br>1pm-3:30pm      | <b>3</b> Resume Drop In<br>9am-12pm<br><br>Career Exploration<br>1pm-3:30pm   | <b>4</b> Interview Class<br>9am-3:30pm<br><br>Interview Practice<br>All Day  |
| <b>Week 2</b> | <b>7</b> Resume Workshop<br>9am-12pm<br><br>Word<br>1pm-3:30pm                          | <b>8</b> Resource Assistance<br>9am-12pm<br><br>Word<br>1pm-3:30pm                            | <b>9</b> Resume Drop In<br>9am-12pm<br><br>Word<br>1pm-3:30pm                          | <b>10</b> Online Applications<br>9am-12pm<br><br>Word<br>1pm-3:30pm           | <b>11</b> Windows Basics<br>9am-12pm<br><br>Internet & Email<br>1pm-3:30pm   |
| <b>Week 3</b> | <b>14</b> Cover Letters/Bus. Cards<br>9am-12pm<br><br>Resource Assistance<br>1pm-3:30pm | <b>15</b> Resume Workshop<br>9am-12pm<br><br>Effective Job Search<br>Strategies<br>1pm-3:30pm | <b>16</b> Workplace Essentials<br>9am-12pm<br><br>Resource Assistance<br>1pm-3:30pm    | <b>17</b> Resume Drop In<br>9am-12pm<br><br>Resource Assistance<br>1pm-3:30pm | <b>18</b> Interview Class<br>9am-3:30pm<br><br>Interview Practice<br>All Day |
| <b>Week 4</b> | <b>21</b> HOLIDAY - CLOSED<br><br>HOLIDAY - CLOSED                                      | <b>22</b> Resume Drop In<br>9am-12pm<br><br>Excel<br>1pm-3:30pm                               | <b>23</b> Resume Workshop<br>9am-12pm<br><br>Excel<br>1pm-3:30pm                       | <b>24</b> Online Applications<br>9am-12pm<br><br>Excel<br>1pm-3:30pm          | <b>25</b> Resource Assistance<br>9am-12pm<br><br>Excel<br>1pm-3:30pm         |
| <b>Week 5</b> | <b>28</b> Resource Assistance<br>9am-12pm<br><br>Career Exploration<br>1pm-3:30pm       | <b>29</b> Resume Workshop<br>9am-12pm<br><br>Career Exploration<br>1pm-3:30pm                 | <b>30</b> Cover Letters/Bus. Cards<br>9am-12pm<br><br>Career Exploration<br>1pm-3:30pm | <b>31</b> Resume Drop In<br>9am-12pm<br><br>Career Exploration<br>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)