

February 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
4 Day 1: Microsoft Word & Excel Prove It! 10:00 - 12:00 Utilize LinkedIn & Social Media Throughout the Job Search Process 1:00 - 3:00	5	6 Interviews to Impress 9:30 - 12:30	7 HIRING EVENT Office Team & Accountemps 10:00 Mindful Approach to Stress Management 1:00 - 3:00	8
11 Halton Community Legal Services: 9:00 - 12:00 Day 2: Microsoft Word and Excel Prove It! 10:00 - 12:00 Utilize LinkedIn & Social Media Throughout the Job Search Process: 1:00 - 3:00 Mindful Approach to Stress Management 6:00 - 8:00	12 Job Fair Prep 10:00 SafetyNet: 10:00 - 12:30	13 JOB FAIR Halton Regional Centre: AUDITORIUM 1151 Bronte Road Oakville 10:00am - 1:00pm Admission and parking are FREE (Lot E)	14 Money Management & Budgeting 9:30 - 12:30 Mindful Approach to Stress Management 1:00 - 3:00	
18 FAMILY DAY Office Closed	19 Considering College 1:00 - 3:00 Youth Job Connection Orientation Session 4:00 - 6:00	20 Group MOCK workshop 9:30 - 11:30	21 Social Media and your Job Search 10:00 - 12:00 Mindful Approach to Stress Management 1:00 - 3:00 Youth Job Connection Orientation Session 4:00 - 6:00	
25 Day 3: Microsoft Word and Excel Prove It! 10:00 - 12:00 Utilize LinkedIn & Social Media Throughout the Job Search Process: 1:00 - 3:00	26 Youth Job Connection Orientation Session 4:00 - 6:00	27 Proactive Job Search Strategies 9:30 - 12:30	28 Mindful Approach to Stress Management 1:00 - 3:00 Youth Job Connection Orientation Session 4:00 - 6:00	

Employment Halton: 567 Michigan Drive, Suite 200, Oakville

If you would like to attend please call 905-825-6000 ext. 2777 or email employmentservices@halton.ca

Remember to check out www.haltonjobs.ca for current job postings and more information!

Computer Training	1 - Microsoft Word and Excel Prove It! 3 x ½ day training (weekly) - Registration Required Microsoft Word and Excel Prove It! Preparation is to help participants learn how to use Word & Excel in order to perform well on the standardized Prove It! evaluation software.	Feb 4, 11 & 25 1 - 10:00am - 12:00pm
	2 - Utilizing LinkedIn & Social Media throughout the Job Search process 3 x ½ day training (weekly) – Registration Required Participants will learn how to start a LinkedIn profile, curate content that establishes their personal “brand” and populate a well-rounded online resume/portfolio.	2 - 1:00 - 3:00 pm
Mindful Approach to Stress Management	This group workshop is developed on the principles of Mindfulness and Cognitive Behavioural Therapy and focuses on identifying, understanding and changing thinking and behaviour patterns that help change the way you feel.	Feb 7, 14, 21 & 28 1:00 - 3:00 pm Feb 11 6:00 - 8:00 pm
Interviews to Impress	First Impressions Count! Learn & practice the skills needed to make a lasting impression at your next interview. Practice answers to challenging questions.	Feb 6 9:30am - 12:30 pm
Hiring Event: Office Team & Accountemps	Office Team and Accountemps are divisions of Robert Half; the worlds first and largest specialized staffing firm. Recruitment for multiple positions available. Onsite interviews will take place	Feb 7 10:00am
Halton Community Legal Services	A representative from Halton Community Legal Services (HCLS) will be on site to provide information, legal advice and representation. 1/2 hr appointments / Registration Required.	Feb 11 9:00am - 12:00 pm
SafetyNet	Interview clothing for men and women. By referral only / Location is offsite.	Feb 12 10:00am - 12:30pm
Job Fair Preparation Workshop	Want to get the most out of our JOB FAIR on FEBRUARY 13 ? This workshop is designed to help you get prepared. Gain insight into what employers are looking for and learn useful tips on how you can be successful!	Feb 12 10:00 - 11:00 am
Employment Halton Job Fair	This event is open to the public so tell a friend about it. Admission and parking are free. Come prepared, dress for success and bring copies of your résumé! Halton Regional Centre-1151 Bronte Road AUDITORIUM 10:00am - 1:00pm	Feb 13 10:00 am- 1:00pm
Money Management & Budgeting	Richard Haggins from Credit Canada Debt Solutions will talk about money management and budgeting with a focus on personal finances, spending plans, dealing with debt issues, and your credit history.	Feb 14 9:30 am - 12:30 pm
Considering College	This workshop will review college level training as an option and what you need to get there. Learn what options are available to help pay for college and explore different resources.	Feb 19 1:00 - 3:00 pm
Group MOCK Interview	Group interviews involve bringing you into an interview with other candidates who are interviewed simultaneously. Each person will be asked a series of questions, while the other group members observe. In addition to feedback from the interviewer, you’ll also the receive feedback from group members which will allow you a difference perspective and an excellent forum to enhance and develop interview skills.	Feb 20 9:30 - 11:30am
Social Media and your Job Search	Join us to learn how to establish a strong social media presence that enhances your personal online brand! Social media is important I today’s job search process. Tools like Facebook, Twitter, and LinkedIn allow employers to get an idea of who you are outside the confines of a resume, cover letter or interview.	Feb 21 10:00 - 12:00pm
Youth Job Connection Summer Orientation Session	Youth Job Connection - Summer offers intensive paid training and job placement support to eligible youth between 15 and 18 who are currently in school and returning to school in the fall. Our role is to help local youth prepare for, find and retain suitable jobs through pre-employment training, coaching, and job placements with employers. Please bring a resume, SIN and photo ID.	Feb 19, 21, 26, & 28 4:00 - 6:00 pm
Proactive Job Search Strategies	Learn about job search strategies including the hidden job market, social media, email and online job applications, networking, cold calling and informational interviews.	Feb 27 9:30am - 12:30pm