

March 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
4	5	6 Job Matching Session 10:00 - 11:00 Youth Job Connection Orientation Session 4:00—6:00	7 Mindful Approach to Stress Management 1:00 - 3:00	8
11 Halton Community Legal Services: 9:00 - 12:00 Hiring Event: Total Tech Pools 10:00 - 12:00 Day 1: Microsoft Word & Excel Prove It! 10:00 - 12:00 Day 1: Utilize LinkedIn & Social Media Throughout the Job Search Process 1:00 - 3:00 Youth Job Connection Orientation Session 1:00 - 3:00	12 SafetyNet: 10:00 - 12:30 Considering College 1:00 - 3:00 Youth Job Connection Orientation Session 1:00 - 3:00	13 Job Matching Session 10:00 - 11:00 Youth Job Connection Orientation Session 1:00 - 3:00	14 Mindful Approach to Stress Management 1:00 - 3:00	15
18 Day 2: Microsoft Word and Excel Prove It! 10:00 - 12:00 Day 2: Utilize LinkedIn & Social Media Throughout the Job Search Process: 1:00 - 3:00 Mindful Approach to Stress Management 6:00 - 8:00	19 Targeting your Resume and Cover Letter 1:00 - 3:00	20	21 Mindful Approach to Stress Management 1:00 - 3:00	22
25 Day 3: Microsoft Word and Excel Prove It! 10:00 - 12:00 Day 3: Utilize LinkedIn & Social Media Throughout the Job Search Process: 1:00 - 3:00	26	27 Interviews to Impress 9:30 - 12:00 Job Matching Session 12:00 - 1:00	28 Mindful Approach to Stress Management 1:00 - 3:00	29

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!

Workshop	Description	Date
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.	Mar 11, 18 & 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 - 3:00pm
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.	Mar 7, 14, 21 & 28 1:00 - 3:00pm Mar 18 6:00 - 8:00pm
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.	Mar 11 9:00am - 12:00pm
HIRING EVENT: Total Tech Pools	HIRING FOR ASSISTANT SWIMMING POOL SERVICE TECHNICIANS & RETAIL SALES ASSOCIATES. Full-Time Temporary positions from April—September (students) Full-Time Temporary positions from April—November	March 11 10:00am - 12:00pm
SafetyNet	Interview clothing for men and women. By referral only / Location is offsite.	Mar 12 10:00am - 12:30pm
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.	Mar 12 1:00 - 3:00pm
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.	Mar 6 4:00 - 6:00pm Mar 11, 12 & 13 1:00 - 3:00pm
Targeting your Resume and Cover Letter	Learn how to target your cover letter and resume to specific jobs in a step-by-step job application process.	Mar 19 1:00 - 3:00pm
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.	Mar 27 9:30am - 12:00pm
Job Matching Session	Learn about available jobs and connect directly with our Job Developers who have information and access to employers and opportunities throughout Halton!	March 6, 13, 20 & 27