

### May 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		<b>1</b> <b>Second Career Information Session</b> 9:30 - 11:00  <b>Post Job Fair DROP-IN</b>	<b>2</b> <b>Mindful Approach to Stress Management</b> 1:00 - 3:00  <b>Youth Job Connection Orientation Session</b> 1:00 - 3:00	<b>3</b>
<b>6</b> <b>Day 1: Microsoft Word &amp; Excel Prove It!</b> 10:00 - 12:00  <b>Day 1: Utilize LinkedIn</b> 1:00 - 3:00	<b>7</b>	<b>8</b> <b>Targeting your Cover Letter and Resume</b> 9:30 - 12:00  <b>Youth Job Connection Orientation Session</b> 1:00 - 3:00	<b>9</b> <b>Mindful Approach to Stress Management</b> 1:00 - 3:00  <b>Youth Job Connection Orientation Session</b> 1:00 - 3:00	<b>10</b>
<b>13</b> <b>Halton Community Legal Services</b> 9:30 - 12:00  <b>Day 2: Microsoft Word &amp; Excel Prove It!</b> 10:00 - 12:00  <b>Day 2: Utilize LinkedIn</b> 1:00 - 3:00  <b>Mindful Approach to Stress Management</b> 6:00 - 8:00	<b>14</b>  <b>SafetyNet</b> 10:00 - 12:30	<b>15</b>  <b>Group MOCK workshop</b> 9:30 - 11:00  <b>Youth Job Connection Orientation Session</b> 1:00 - 3:00	<b>16</b>  <b>Mindful Approach to Stress Management</b> 1:00 - 3:00	<b>17</b>
<b>20</b>  <u><b>VICTORIA DAY</b></u> <u><b>OFFICE CLOSED</b></u>	<b>21</b>	<b>22</b> <b>Interviews to Impress</b> 9:30 - 12:00	<b>23</b> <u><b>EMPLOYER PANEL</b></u> <b>Ask the Pros</b> 10:00 - 1:00  <b>Mindful Approach to Stress Management</b> 1:00 - 3:00	<b>24</b>
<b>27</b> <b>Day 3: Microsoft Word and Excel Prove It!</b> 10:00 - 12:00  <b>Day 3: Utilize LinkedIn</b> 1:00 - 3:00	<b>28</b>	<b>29</b> <b>Childcare Directory Presentation</b> 10:00 - 11:00	<b>30</b>	<b>31</b>



**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](mailto:employmentservices@halton.ca)

**Remember to check out [www.haltonjobs.ca](http://www.haltonjobs.ca) for current job postings and more information!**

Workshop	Description	Date
<b>Computer Training</b>	<b>1 - Microsoft Word and Excel Prove It!</b> 3 x ½ day training (weekly) - <b>Registration Required</b> 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.	May 6, 13 & 27 1 - 10:00am - 12:00pm
	<b>2 - Utilizing LinkedIn &amp; Social Media throughout the Job Search process</b> 3 x ½ day training (weekly) – <b>Registration Required</b> 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
<b>Mindful Approach to Stress Management</b>	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.	May 2, 9, 16 & 23 1:00 - 3:00pm May 13 6:00 - 8:00pm
<b>Post Job Fair Drop-In</b>	Drop-In for individualized recruitment support to maximize your potential of getting hired from our job fair!	May 1 DROP IN 10:00am - 3:00pm
<b>Second Career Information Session</b>	Have you been recently laid-off, are currently unemployed and are thinking of a training or skills development program to find a job in an in-demand industry? If so, this workshop may be for you!	May 1 9:30am - 11:00am
<b>Targeting your Resume and Cover Letter</b>	Learn how to target your cover letter and resume to specific jobs in a step-by-step job application process.	May 8 9:30am - 12:00pm
<b>Halton Community Legal Services</b>	A representative from Halton Community Legal Services (HCLS) will be on site to provide information, legal advice and representation. <b>1/2 hr appointments / Registration Required.</b>	May 13 9:00am - 12:00pm
<b>SafetyNet</b>	Interview clothing for men and women. <b>By referral only / Location is offsite.</b>	May 14 10:00am - 12:30pm
<b>Group MOCK Interview</b>	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.	May 15 9:30 - 11:00am
<b>Interviews to Impress</b>	First Impressions Count! Learn & practice the skills needed to make a lasting impression at your next interview. Practice answers to challenging questions.	May 22 9:30am - 12:00pm
<b>Employer Panel</b>	Find out how to navigate the recruitment cycle, stand out, and get hired from a panel of Human Resources & Recruitment Pros!	May 23 10:00am - 1:00pm
<b>Childcare Directory and Info-line Presentation</b>	Learn how the child care system works in Halton and make informed decisions about licensed child care. The Child Care Directory & Information Line Consultant will discuss how to obtain customized lists of licensed child care options available in the Region, and raise awareness of services offered to parents	May 29 10:00 - 11:00 am
<b>Youth Job Connection (YJC) Orientation Session</b>	<b>Youth Job Connection</b> offers intensive paid training and job placement support to eligible youth between 15 and 29 who are not in work, school or training. Our role is to help local youth prepare for, find and retain suitable jobs through pre-employment training, coaching, and job placements with employers. The next YJC Program will run from Monday, May 27 to Friday, June 7 from 9 a.m. – 4 p.m.	May 2, 8, 9 & 15 1:00 - 3:00 pm