


June 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5 Proactive Job Search Strategies 9:30 - 11:30	6 Mindful Approach to Stress Management 1:00 - 3:00	7
				
10 Halton Community Legal Services 9:30 - 12:00 Day 1: Microsoft Word & Excel Prove It! 10:00 - 12:00 Day 1: Utilize LinkedIn 1:00 - 3:00	11 SafetyNet 10:00 - 12:30 Considering College 1:00 - 3:00	12 Interviews to Impress 9:30 - 12:00	13 Money Management & Budgeting 9:30 - 12:30 Mindful Approach to Stress Management 1:00 - 3:00	14
17 Day 2: Microsoft Word & Excel Prove It! 10:00 - 12:00 Day 2: Utilize LinkedIn 1:00 - 3:00 Mindful Approach to Stress Management 6:00 - 8:00	18	19 Group MOCK Interview workshop 9:30 - 11:00	20 Social Media & your Job Search 10:00 - 12:00 Mindful Approach to Stress Management 1:00 - 3:00	21
24 Day 3: Microsoft Word and Excel Prove It! 10:00 - 12:00 Day 3: Utilize LinkedIn 1:00 - 3:00	25	26 Navigating Workplace Challenges 9:30 - 11:30	27 Mindful Approach to Stress Management 1:00 - 3:00	28

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.	June 10, 17 & 24 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.	June 6, 13, 20 & 27 1:00 - 3:00pm June 17 (evening) 6:00 - 8:00pm
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.	June 5 9:30am - 11:30pm
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.	June 10 9:30am - 12:00pm
SafetyNet	Interview clothing for men and women. By referral only / Location is offsite.	June 11 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 resources.	June 11 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.	June 12 9:30am - 12:00pm
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 and dealing with debt issues	June 13 9:30 am - 12:30 pm
Group MOCK Interview workshop	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.	June 19 9:30 - 11:00am
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 in 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.	June 20 10:00am - 12:00pm
Navigating Workplace Challenges	Workplace challenges can be quite common and often we don’t always know what is the best course of action when faced with an issue. This workshop will look at common workplace competencies and potential challenges, and how to best navigate to ensure your success in the workplace.	June 26 9:30 - 11:30am