



## September 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>2</b>  <b>Labour Day</b> <b>OFFICE</b> <b>CLOSED</b>	<b>3</b>  <b>Youth Job Connection</b> <b>Orientation Session</b> 1:00 - 3:30	<b>4</b>  <b>Targeting your Cover</b> <b>Letter and Resume</b> 9:30 - 12:00	<b>5</b>  <b>Mindful Approach to</b> <b>Stress Management</b> 1:00 - 3:00  <b>Youth Job Connection</b> <b>Orientation Session</b> 1:00 - 3:30	<b>6</b>
<b>9</b> <b>Halton Community Legal</b> <b>Services</b> 9:30 - 12:00  <b>Day 1:</b> <b>Microsoft Word &amp; Excel</b> <b>Prove It!</b> 10:00 - 12:00  <b>Day 1: Utilize LinkedIn</b> 1:00 - 3:00	<b>10</b>  <b>SafetyNet</b> 10:00 - 12:30  <b>Considering College</b> 1:00 - 3:00	<b>11</b>  <b>Interviews to Impress</b> 9:30 - 12:00	<b>12</b>  <b>Mindful Approach to</b> <b>Stress Management</b> 1:00 - 3:00	<b>13</b>
 <b>YOUTH JOB CONNECTION – Week 1</b>				
<b>16</b>  <b>Day 2:</b> <b>Microsoft Word &amp; Excel</b> <b>Prove It!</b> 10:00 - 12:00  <b>Day 2: Utilize LinkedIn</b> 1:00 - 3:00  <b>Mindful Approach to</b> <b>Stress Management</b> 6:00 - 8:00	<b>17</b>	<b>18</b>	<b>19</b>  <b>Mindful Approach to</b> <b>Stress Management</b> 1:00 - 3:00	<b>20</b>
 <b>YOUTH JOB CONNECTION – Week 2</b>				
<b>23</b> <b>Day 3: Microsoft Word &amp;</b> <b>Excel Prove It!</b> 10:00 - 12:00  <b>Day 3: Utilize LinkedIn</b> 1:00 - 3:00  <b>Job Fair Preparation</b> 10:00 - 11:00  <b>Job Fair Resume</b> <b>Assessment</b> <b>Drop-in between:</b> 10:00 - 3:00	<b>24</b>  <b>EMPLOYMENT</b> <b>HALTON JOB FAIR!</b>  <b>Oakville Conference &amp;</b> <b>Banquet Centre</b> 10:00am - 1:00pm	<b>25</b>  <b>Group MOCK Interview</b> <b>workshop</b> 9:30 - 11:00  <b>Post Job Fair</b> <b>Drop-in between:</b> 10:00 - 3:00	<b>26</b>  <b>Mindful Approach to</b> <b>Stress Management</b> 1:00 - 3:00	<b>27</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.	Sept 9, 16 & 23 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.	Sept 5, 12, 19 & 26 1:00 - 3:00pm Sept 16 6:00 - 8:00pm
<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 September 9th to Friday September 20th from 9 a.m. – 4 p.m.	September 3 & 5 1:00 - 3:30 pm
<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.	Sept 4 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>	Sept 9 9:30am - 12:00pm
<b>SafetyNet</b>	Interview clothing for men and women. <b>By referral only / Location is offsite.</b>	Sept 10 10:00am - 12:30pm
<b>Considering College</b>	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.	Sept 10 1:00 - 3:00pm
<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.	Sept 11 9:30am - 12:00pm
<b>Group MOCK Interview workshop</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.	Sept 25 9:30 - 11:00am
<b>Job Fair Preparation Workshop</b>	Want to get the most out of our Job Fair? 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!	Sept 23 10:00 - 11:00am
<b>Drop-in Job Fair Resume Assessment</b>	We can help you learn more about how to write an effective resume that may help you secure an interview at the Job Fair. Drop-in to Employment Halton between 10am – 3pm and polish up your resume before the Job Fair.	Sept 23 DROP IN 10:00am - 3:00pm
<b>Employment Halton Job Fair</b>	Admission and parking are free. Oakville Conference Centre: 2515 Wyecroft Rd, Oakville. Check our <a href="http://haltonjobs.ca">haltonjobs.ca</a> for a listing of employers that will be attending.	Sept 24 10:00am - 1:00pm
<b>Post Job Fair Drop-in</b>	Drop-in for individualized recruitment support to maximize your potential of getting hired from our job fair!	Sept 25 DROP IN 10:00am - 3:00pm