

January 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 CLOSED NEW YEARS DAY	2	3 Halton Region Internship, Summer Student and Youth Job Connection Presentation 3:00 - 4:00	4
7	8 SafetyNet: 10:00 - 12:30 Considering College 1:00 - 3:00	9 Targeting your Resume and Cover Letter 9:30 - 11:30	10 Mindful Approach to Stress Management 1:00 - 3:00	11
14 Halton Community Legal Services: 9:00 - 12:00 Day 1: Microsoft Word & Excel Prove It! 10:00 - 12:00 Utilize LinkedIn & Social Media Throughout the Job Search Process 1:00 - 3:00	15	16 Interviews to Impress 9:30 - 12:30	17 Money Management & Budgeting 9:30 - 12:30 Mindful Approach to Stress Management 1:00 - 3:00	18
21 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	22	23 Group MOCK workshop 9:30 - 11:30	24 Mindful Approach to Stress Management 1:00 - 3:00	25
28 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	29	30 Navigating Workplace Challenges 9:30 - 12:30	31 Mindful Approach to Stress Management 1:00 - 3:00	

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!

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.	January 14, 21 & 28 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.	January 10, 17, 24 & 31 1:00 - 3:00 pm
Halton Region Internship, Summer Student and Youth Job Connection Presentation	Are looking for a paid Internship opportunity or to become a Summer Student with the Region of Halton? Join us to meet with the Halton Region Human Resources Team. This is a great opportunity to network, hear about the application process and to kick start your career.	Jan 3 3:00 - 4:00 pm
SafetyNet	Interview clothing for men and women. By referral only / Location is offsite.	January 8 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.	January 8 1:00 - 3:00 pm
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.	January 9 9:30 - 11:30am
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.	January 14 9:00 am - 12:00 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.	January 16 9:30am - 12:30 pm
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.	January 17 9:30 am - 12:30 pm
Group MOCK Interview	Group interviews involve bringing you into an interview with other candidates and 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.	January 23 9:30 - 11:30am
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. Topics include becoming a team player, time management, boundaries, workplace etiquette and politics and dealing with change.	January 30 9:30 - 12:30am