

October 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2 Job Fair Prep 1:30 - 3:00	3 EMPLOYMENT HALTON JOB FAIR! Oakville Conference & Banquet Centre 10:00am - 1:00pm	4 Mindful Approach to Stress Management 1:00 - 3:00	5
8 Closed THANKSGIVING	9 SafetyNet: 10:00 - 12:30 Considering College 1:00 - 3:00	10	11 Money Management & Budgeting 9:30 - 12:30 Mindful Approach to Stress Management 1:00 - 3:00	12
15 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	16	17 Proactive Job Search Strategies 9:30 - 11:30	18 The Power of Volunteering: Volunteer Halton 10:00 - 11:00 Mindful Approach to Stress Management 1:00 - 3:00	19
22 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	23	24 Interviews to Impress 9:30 - 12:30	25 Mindful Approach to Stress Management 1:00 - 3:00	26
29 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	30	31		

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.	October 15, 22 & 29 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.	October 4, 11, 18 & 25 1:00 - 3:00 pm
Job Fair Preparation Workshop	Want to get the most out of our JOB FAIR on OCTOBER 3 from 10am-1pm ? 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!	October 2 1:30 - 3:00 pm
Employment Halton Job Fair	<i>This event is open to the public so tell a friend about it. Admission and parking are free. Come prepared, dress for success and bring copies of your résumé! 90+ employers expected to attend. Oakville Conference Centre: 2515 Wyecroft Rd, Oakville</i>	October 3 10:00 am - 1:00pm
SafetyNet	Interview clothing for men and women. By referral only / Location is offsite.	October 9 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.	October 9 1:00 - 3:00 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.	October 11 9:30 am - 12:30 pm
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.	October 15 9:00 am - 12:00 pm
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.	October 17 9:30 - 11:30 am
The Power of Volunteering: Volunteer Halton	Join Volunteer Halton for a workshop on volunteering and the endless benefits that it will provide to you including opportunities to develop new skills, expand your career options, develop new interests, make important networking contacts and build self-confidence.	October 18 10:00 - 11:00 am
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.	October 24 9:30 am - 12:30 pm