

### November 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			<b>1</b> <b>HIRING EVENT</b> <b>Organic Garage</b> 1:00 - 3:00  <b>Mindful Approach to Stress Management</b> 1:00 - 3:00	<b>2</b>
<b>5</b>	<b>6</b>	<b>7</b> <b>Targeting your Resume and Cover Letter</b> 9:30 - 11:30	<b>8</b> <b>EMPLOYER PANEL EVENT:</b> <b>Ask the Pros</b> 10:00 - 12:00  <b>Mindful Approach to Stress Management</b> 1:00 - 3:00	<b>9</b>
<b>12</b>  <b>Day 1: Microsoft Word &amp; Excel Prove It!</b> 10:00 - 12:00  <b>Utilize LinkedIn &amp; Social Media Throughout the Job Search Process</b> 1:00 - 3:00	<b>13</b>  <b>SafetyNet</b> 10:00 - 12:30  <b>Childcare Directory</b> 10:00	<b>14</b>  <b>Proactive Job Search Strategies</b> 9:30 - 11:30	<b>15</b>  <b>Social Media and your Job Search</b> 10:00 - 12:00  <b>Mindful Approach to Stress Management</b> 1:00 - 3:00	<b>16</b>
<b>19</b> <b>Halton Community Legal Services: 9:00 - 12:00</b>  <b>Day 2:</b> <b>Microsoft Word and Excel Prove It! 10:00 - 12:00</b>  <b>Utilize LinkedIn &amp; Social Media Throughout the Job Search Process:</b> 1:00 - 3:00	<b>20</b>  <b>Considering College</b> 1:00 - 3:00	<b>21</b>  <b>Interviews to Impress</b> 9:30 - 12:30	<b>22</b>  <b>Mindful Approach to Stress Management</b> 1:00 - 3:00	<b>23</b>
<b>26</b>  <b>Day 3:</b> <b>Microsoft Word and Excel Prove It! 10:00 - 12:00</b>  <b>Utilize LinkedIn &amp; Social Media Throughout the Job Search Process:</b> 1:00 - 3:00	<b>27</b>	<b>28</b>	<b>29</b>  <b>Mindful Approach to Stress Management</b> 1:00 - 3:00	<b>30</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.	November 12, 19 & 26 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 - 3:00 pm
<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.	November 1, 8, 15, 22 & 29 1:00 - 3:00 pm
<b><u>HIRING EVENT:</u> Organic Garage</b>	Organic Garage—Hiring for all departments and positions. Please bring your resume and dress for success! Interviews will be conducted at Employment Halton for the Oakville location—579 Kerr Street, Oakville L6K3E1.	November 1 1:00 - 3:00 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.	November 7 9:30 - 11:30am
<b><u>EMPLOYER PANEL EVENT:</u> ASK THE PROS</b>	Find out how to navigate the recruitment cycle, stand out, and get hired from a panel of Human Resources & Recruitment Pros!	November 8 10:00 am- 12:00pm
<b>Safety Net</b>	Interview clothing for men and women. <b>By referral only / Location is offsite.</b>	November 13 10:00am - 12:30pm
<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.	November 13 10:00am
<b>Proactive Job Search Strategies</b>	Learn about job search strategies including the hidden job market, social media, email and online job applications, networking, cold calling and informational interviews.	November 14 9:30-11:30am
<b>Social Media and your Job Search</b>	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.	November 15 10:00 - 11:00am
<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. 1/2 hr appointments / Registration Required.	November 19 9:00 am - 12:00 pm
<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 different resources.	November 20 1:00 - 3:00 pm
<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.	November 21 9:30am - 12:30 pm