

December 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 Day 1: Microsoft Word & Excel Prove It! 10:00 - 12:00 Utilize LinkedIn & Social Media Throughout the Job Search Process 1:00 - 3:00	4	5 Targeting your Resume and Cover Letter 9:30 - 11:30	6 Money Management & Budgeting 9:30 - 12:30 Mindful Approach to Stress Management 1:00 - 3:00	7
10 Halton Community Legal Services: 9:00 - 12:00 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	11 SafetyNet 10:00 - 12:30 Considering College 1:00 - 3:00	12 Proactive Job Search Strategies 9:30 - 11:30	13 Mindful Approach to Stress Management 1:00 - 3:00	14
17 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	18	19 Interviews to Impress 9:30 - 12:30	20 Mindful Approach to Stress Management 1:00 - 3:00	21
24 OPEN 8:30am - 12:00pm	25 CLOSED CHRISTMAS DAY		26 CLOSED BOXING DAY	27 OPEN 8:30am - 4:30pm
31 OPEN 8:30am - 12:00pm				

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.	December 3, 10 & 17 1 - 10:00am - 12:00pm 2 - 1:00 - 3:00 pm
	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.	
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.	December 6, 13 & 20 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.	December 5 9:30 - 11:30am
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.	December 6 9:30am - 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.	December 10 9:00am - 12:00 pm
Safety Net	Interview clothing for men and women. By referral only / Location is offsite.	December 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 different resources.	December 11 1:00 - 3:00 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.	December 12 9:30am - 11:30 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.	December 19 9:30am - 12:30 pm

Seasons Greetings

Please note that we will be closed on December 25th and 26th as well as January 1st.