

July 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 Closed CANADA DAY	3 Mindful Approach to Stress Management 6:00 - 8:00pm	4	5 Mindful Approach to Stress Management 1:00 - 2:30	6
9 Halton Community Legal Services 9:00 - 12:00 Day 1: Microsoft Word and Excel Prove It! 10:00 - 12:00 Utilize LinkedIn and Social Media Throughout the Job Search Process 1:00 - 3:00	10 SafetyNet: 10:00 - 1:00 Considering College 1:00 - 3:00 Mindful Approach to Stress Management 6:00 - 8:00pm	11 Proactive Job Search Strategies 9:30 - 11:30	12 Social Media and your Job Search 10:00-12:00 Mindful Approach to Stress Management 1:00 - 2:30	13
16 Day 2: Microsoft Word & Excel Prove It! 10:00 - 12:00 Utilize LinkedIn and Social Media Throughout the Job Search Process 1:00 - 3:00	17 Youth Job Connection Orientation Session 1:00 - 3:30	18 Police Clearance 9:00 Targeting your Resume and Cover Letter 9:30 - 11:30	19 Youth Job Connection Orientation Session 1:00 - 3:30 Mindful Approach to Stress Management 1:00 - 2:30	20
23 Day 3: Microsoft Word and Excel Prove It! 10:00 - 12:00 Utilize LinkedIn and Social Media Throughout the Job Search Process 1:00 - 3:00	24 <u>GUEST SPEAKER</u> AMAZON Fulfillment 9:30 Youth Job Connection Orientation Session 1:00 - 3:30	25 Interviews to Impress 9:30 - 12:30	26 Mindful Approach to Stress Management 1:00 - 2:30 Youth Job Connection Orientation Session 1:00 - 3:30	27
30	31 Youth Job Connection Orientation Session 1:00 - 3:30			

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.	July 9, 16 & 23 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”, populate a well-rounded online resume/portfolio, and use LinkedIn to search for career opportunities and connect with professionals.	
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.	July 3 & 10 6:00 - 8:00 pm July 5, 12, 19 & 26 1:00 - 2:30 pm
Youth Job Connection (YJC) Orientation Session	Youth Job Connection 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. Program runs September 17th - 28th 2018.	July 17, 19, 24, 26 & 31 1:00 - 3:30 pm
Halton Community Legal Services	A representative from Halton Community Legal Services (HCLS) will be on site to provide information, legal advice and representation. HCLS is a Non-profit Legal Centre. 1/2 hr appointments / Registration Required	July 9 9:00 am - 12:00 pm
SafetyNet	Interview clothing for men and women. By referral only / Location is offsite.	July 10 10:00 am - 1:00 pm
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 and services that are available.	July 10 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.	July 11 9:30 - 11:30 am
Social Media and Your Job Search	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 résumé, cover letter, or interview.	July 12 1:00 - 3:00 pm
Police Clearance	Police check by Halton Regional Police for Employment and/or volunteering and initializing the record suspension process. Registration Required/Must bring valid ID	July 18 9:00 am
Targeting your Resume & Cover Letter	Learn how to target your cover letter and resume to specific jobs in a step-by-step job application process.	July 18 9:30 am - 11:30 am
Guest Speaker: AMAZON Fulfillment	AMAZON Fulfillment delivers millions of products to hundreds of countries worldwide. Our teams possess a wide range of skills and expertise, from business analysis and inventory management to engineering. With more than 80 Fulfillment Centers worldwide, Amazon Fulfillment is growing at a pace that requires the best and brightest talent to be brought in to our company to help us continue to make history. Come and learn more!	July 24 9:30 - 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.	July 25 9:30 am - 12:30 pm