


Workshop Calendar

June 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
4	5	6	7 Mindful Approach to Stress Management 1:00 - 2:30	8
				
11 Halton Community Legal Services 9:00 - 12:00 <u>Day 1:</u> Microsoft Word and Excel Prove It! 10:00 - 12:00 Utilize LinkedIn and Social Media Throughout the Job Search Process 1:00 - 3:00	12 Safety Net 10:00 - 1:00 Considering College 1:00 - 3:00 Job Fair Prep 1:30-3:00 Mindful Approach to Stress Management 6:00 - 8:00pm	13 Targeting your Resume and Cover Letter 9:30-11:30	14 JOB FAIR Halton Regional Centre: AUDITORIUM 1151 Bronte Road, Oakville 10:00am - 12:00pm PARKING LOT E Mindful Approach to Stress Management 1:00 - 2:30	15
18 <u>Day 2:</u> Microsoft Word and Excel Prove It! 10:00 - 12:00 Utilize LinkedIn and Social Media Throughout the Job Search Process 1:00 - 3:00	19 Second Career Information Session 9:30-11:00 Mindful Approach to Stress Management 6:00 - 8:00pm	20 Interviews to Impress 9:30-12:30	21 Mindful Approach to Stress Management 1:00 - 2:30	22
25 <u>Day 3:</u> Microsoft Word and Excel Prove It! 10:00 - 12:00 Utilize LinkedIn and Social Media Throughout the Job Search Process 1:00 - 3:00	26 Mindful Approach to Stress Management 6:00 - 8:00pm	27 <u>HIRING EVENT</u> Goodlife Fitness 10:00	28 Money Management & Budgeting 9:30-12:30 Mindful Approach to Stress Management 1:00 - 2:30	29

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.	June 11, 18 & 25 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. Registration Required	June 12, 19, 26 6:00 - 8:00 pm June 7, 14, 21, 28 1:00 - 2:30 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	June 11 9:00 am - 12:00 pm
SafetyNet	Interview clothing for men and women. By referral only.	June 12 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.	June 12 1:00 - 3:00 pm
Job Fair Preparation Workshop	Want to get the most out of our JOB FAIR on JUNE 14th from 10:00-12:00 ? 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.	June 12 1:30-3:00pm
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.	June 13 9:30 am - 11:30am
Employment Halton Job Fair	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! Halton Regional Centre-1151 Bronte Road, Oakville, AUDITORIUM 10:00am - 12:00pm PLEASE USE PARKING LOT E	June 14 10:00am-12:00 pm
Second Career Info Session	Have you have been laid off and have not been working or been laid off and are working a temporary job just to cover costs? If so, this Session will provide step-by-step information about the eligibility/suitability criteria for Second Career and answer any questions.	June 19 9:30-11:00
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.	June 20 9:30 - 12:30pm
HIRING EVENT Goodlife Fitness	Hiring for positions in Burlington, Oakville, Hamilton, Grimsby, St. Catharine’s, & Niagara Falls. Personal Trainers, Sales Associate (Fitness Advisor) and Assistant Fitness Manager (St. Catharine’s)	June 27 10:00am
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.	June 28 9:30 am - 12:30 pm