



### September 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
<b>3</b>  <b>Closed</b> <b>CIVIC HOLIDAY</b>	<b>4</b>  <b>Youth Job Connection</b> <b>Orientation Session</b> 1:00 - 3:30  <b>Considering College</b> 1:00 - 3:00	<b>5</b>  <b>Proactive Job Search</b> <b>Strategies</b> 9:30 - 11:30	<b>6</b>  <b>Mindful Approach to</b> <b>Stress Management</b> 1:00 - 3:00	<b>7</b>	
<b>10</b> <b>Halton Community Legal</b> <b>Services: 9:00 - 12:00</b>  <b>Day 1: Microsoft Word &amp;</b> <b>Excel Prove It!</b> 10:00 - 12:00  <b>Utilize LinkedIn &amp; Social</b> <b>Media Throughout the Job</b> <b>Search Process</b> 1:00 - 3:00  <b>Youth Job Connection</b> <b>Orientation Session</b> 1:00 - 3:30	<b>11</b>  <b>SafetyNet:</b> 10:00 - 1:00	<b>12</b>  <b>Interviews to Impress</b> 9:30 - 12:30  <b>HIRING EVENT</b> <b>Links2Care</b> 1:00	<b>13</b>  <b>Social Media and your Job</b> <b>Search</b> 10:00 - 12:00  <b>Mindful Approach to</b> <b>Stress Management</b> 1:00 - 3:00	<b>14</b>	
<b>17</b>  <b>Day 2:</b> <b>Microsoft Word and Excel</b> <b>Prove It!</b> 10:00 - 12:00  <b>Utilize LinkedIn &amp; Social</b> <b>Media Throughout the Job</b> <b>Search Process:</b> 1:00 - 3:00	 <b>YOUTH JOB CONNECTION - Week 1</b>			<b>20</b>  <b>Mindful Approach to</b> <b>Stress Management</b> 1:00 - 3:00	<b>21</b>
<b>24</b>  <b>Day 3:</b> <b>Microsoft Word and Excel</b> <b>Prove It!</b> 10:00 - 12:00  <b>Utilize LinkedIn &amp; Social</b> <b>Media Throughout the Job</b> <b>Search Process:</b> 1:00 - 3:00	 <b>YOUTH JOB CONNECTION - Week 2</b>			<b>27</b>  <b>Mindful Approach to</b> <b>Stress Management</b> 1:00 - 3:00	<b>28</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.	Sept 10, 17 & 24 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.	Sept 6, 13, 20 & 27 1:00 - 3:00 pm
<b>Youth Job Connection (YJC) Orientation Session</b>	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. <b>Program runs September 17th - 28th 2018</b>	Sept 4 & 10 1:00 - 3:30 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.	Sept 4 1:00 - 3:00 pm
<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.	Sept 5 9:30 - 11:30 am
<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. <b>1/2 hr appointments / Registration Required.</b>	Sept 10 9:00 am - 12:00 pm
<b>SafetyNet</b>	Interview clothing for men and women. <b>By referral only / Location is offsite.</b>	Sept 11 10:00 am - 1:00 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.	Sept 12 9:30 am - 12:30 pm
<b>Hiring Event: Link2Care</b>	<b>Links2Care</b> is hiring Home Support Workers who would provide regular housekeeping, laundry, small meal preparation, grocery shopping and other assistance for seniors and persons with disabilities in their homes. Clean police check and vulnerable sector screen (no older than 3 months) and Valid driver’s license and access to vehicle required.	Sept 12 1:00 - 3:00 pm
<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 résumé, cover letter, or interview.	Sept 13 1:00 - 3:00 pm
<b>Targeting your Resume &amp; Cover Letter</b>	Learn how to target your cover letter and resume to specific jobs in a step-by-step job application process.	Sept 19 1:00 - 3:00 pm

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## Employment Halton Job Fair

**Wednesday, October 3, 2018**  
**10 a.m. to 1 p.m.**

Oakville Conference Centre  
2515 Wyecroft Rd., Oakville

The event is open to the public.  
Admission and parking are free.  
Come prepared, dress for success and bring copies of your resumé.

For list of employers attending the job fair, visit [halton.ca](http://halton.ca).

Please contact us, as soon as possible, if you have any accessibility needs at Halton Region events or meetings.