

FREE Workshop Schedule

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employmentconnections

WorkBC

Employment Services Centre

Open Mon 8:00am-5:00pm | Tues to Fri 8:30am-4:30pm

To register call 250-787-0024

#101-9907 99 Ave, Fort St. John, BC V1J 1V1

www.employmentconnections.bc.ca

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February 2018

Monday	Tuesday	Wednesday	Thursday	Friday
			1 Ready, Set, Job Search (Sharon) 10:30am-11:30am	2
5 Ace that Interview (Anne) 1:30pm-4:00pm	6 Workplace Communication (Sharon) 9:00am-12:00pm Effective Problem Solving (Sharon) 1:00pm-3:00pm	7	8 Ready, Set, Job Search (Sharon) 10:30am-11:30am	9 Resume Development (Sharon) 9:00pm-3:00pm Computer Basics for Job Search (Literacy) 9:00am-12:00pm
12 STAT CLOSED	13 Using Internet and Email for Job Search (Adrienne) 9:00am-11:30am	14 Financial Literacy (Sharon) 1:00pm-3:30pm	15 Ready, Set, Job Search (Sharon) 10:30am-11:30am The Changing Workplace (Sara) 1:00pm-3:00pm	16 Resume Development (Sharon) 9:00pm-3:00pm
19 Targeted Cover Letters (Sara) 9:00am-12:00pm Ace that Interview (Anne) 1:30pm-4:00pm	20 Disclosing Disability in your Job Search 9:00am-12:00pm Myers Briggs (Jeannette) 1:00pm-3:00pm	21 Career Discovery (Sharon) 9:00am-3:00pm	22 Ready, Set, Job Search (Sharon) 10:30am-11:30am Recognizing Abuse in Relationships (Connie) 9:15am-11:30am	23 Resume Development (Sharon) 9:00pm-3:00pm Computer Basics for Job Search (Literacy) 9:00am-12:00pm
26	27 Using Internet and Email for Job Search (Lynn) 9:00am-11:30am	28		

Workshop Descriptions

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Scheduled Workshops

Ace that Interview

Employers are looking for Employees who fit with their organization. Learn answers to the difficult questions that may be asked by employers and how to answer them.

Career Discovery

Investigate your strengths, interests, and traits. Identify and research careers using Career Cruising.

Computer Basics for Job Search

We use a casual way to introduce the entry level skills that you will need to develop in order to become comfortable with accessing and using computer programs. We will concentrate on the skills that will apply to many commonly used programs. Topics to be covered include: Hardware Basics, Windows Basics, and working with text.

Disclosing Disability in your Job Search

It is always stressful seeking employment; however, for those with disabilities there is added stress when it comes to making a decision on when and how to disclose a disability to a prospective employer. This workshop will help you with choices for disclosure, accommodations/legal rights and understanding potential stigma.

Effective Problem Solving in the Workplace

Learn and practice effective strategies to build workplace relationships and deal with difficult situations.

Effective Workplace Communication

Learn how to communicate and behave effectively and professionally within the workplace.

First Impressions

Each contact you have with a potential employer is making an impression. In this workshop candidates will learn what employers are looking for every step of the way from the application to the interview. Participants will develop more confidence in their ability to ensure that every impression they are making is a good one!

Job Search Booster

Are you interested in what skills you have learnt over your life that could boost your job search? Do you want to know how your attitude is impacting your Job Search? This workshop will look at Assessments to help you identify key areas of your job search as well as your transferable skills.

Pitch-Masters

Elevator statements will always be a necessary evil of the job hunt. Come join us for a concise workshop to assist in developing and practicing your 30 second pitch to employers.

Process of Change

The stress management workshop will focus on building healthy coping skills and learning to deal with life stressors. This workshop will develop the skills of self-care, and dealing with job loss.

Ready, Set, Job Search

Are you a part of Job Development? Do you want to hear about leads, access the hidden job market, and work on your job search skills. Get ready to rev up your job search.

Resumes Development

Improve your chances of finding employment! This workshop helps you create an attention-grabbing resume that is clear and concise to get the attention of the employer.

Targeted Cover Letters

Learn how to create an effective cover letter that will enhance your resume and improve your chances of finding employment.

The Changing Workplace

This workshop will provide you with Labour Market Information on current job openings and future trends.

Using Internet and Email for Job Search

Feel like approaches to job search, like faxes, are outdated? Learn how to do an effective online job search and how social media may enhance or hinder your job search.

Myers Briggs Career Assessment

Have you already attended the Career Discovery workshop? And want a more in depth career assessment then this workshop is for you. Speak to your case manager to be referred.

Workshops available individually or on a referral basis:

Budget and Financial Planning Basics

This workshop includes the basics on how and what to include in a personal budget. You learn the basics on how to save money, and strategies on how to cut down on personal spending.

Mental Health, Addictions, and Employment

Learn how to effectively manage your Mental Health and Addiction while obtaining and maintaining employment

Recognizing Abuse in Relationships

This workshop identifies the types of domestic violence and how to develop a safety plan. Long term effects of violence on participants will be described.