

# FREE Workshop Schedule

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## November 2017



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](http://www.employmentconnections.bc.ca)

/Employment Connections @ECFSJ

Monday	Tuesday	Wednesday	Thursday	Friday
		<b>1</b> Career Discovery (Brin) 9:00am-3:00pm	<b>2</b> Ready, Set, Job Search (Jess) 10:30am-12:00pm	<b>3</b> Resume Development (Brin) 9:00pm-3:00pm Computer Basics for Job Search (Literacy) 9:00am-12:00pm Self-Employment (CFDC) 1:00pm-3:30pm
<b>6</b> Targeted Cover Letters (Sharon) 9:00am-12:00pm Ace that Interview (Anne) 1:00pm-3:00pm	<b>7</b> Workplace Communication (Sharon) 9:00am-12:00pm Effective Problem Solving (Sharon) 1:00pm-3:00pm	<b>8</b>	<b>9</b> Ready, Set, Job Search (Jess) 10:30am-12:00pm	<b>10</b> Resume Development (Brin) 9:00pm-3:00pm
<b>13</b> 	<b>14</b> Using Internet and Email for Job Search (Lynn) 9:00am-11:30am	<b>15</b> Career Discovery (Brin) 9:00am-3:00pm	<b>16</b> Ready, Set, Job Search (Jess) 10:30am-12:00pm	<b>17</b> Resume Development (Brin) 9:00pm-3:00pm Myers Briggs (Jeannette) 1:00pm-3:00pm
<b>20</b> Disclosing Disability in your Job Search (Ernie) 1:30pm-4:30pm	<b>21</b> Workplace Communication (Sharon) 9:00am-12:00pm Effective Problem Solving (Sharon) 1:00pm-3:00pm	<b>22</b> Financial Literacy (Sharon) 9:00 am-11:30 am	<b>23</b> Ready, Set, Job Search (Jess) 10:30am-12:00pm Recognizing Abuse in Relationships (Connie) 9:15am-11:30am	<b>24</b> Resume Development (Brin) 9:00pm-3:00pm Computer Basics for Job Search (Literacy) 9:00am-12:00pm
<b>27</b> Targeted Cover Letters (Sharon) 9:00am-12:00pm Ace that Interview (Anne) 1:00pm-3:00pm	<b>28</b> Using Internet and Email for Job Search (Adrienne) 9:00am-11:30am	<b>29</b> Career Discovery (Brin) 9:00am-3:00pm The Changing Workplace (Sara) 12:30pm-3:30pm	<b>30</b> Ready, Set, Job Search (Jess) 10:30am-12:00pm	

# 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.