

FREE Workshop Schedule

get > ready

January 2019



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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| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|---|--|---|--|
| | 1 STAT CLOSED | 2 Resume Development 10:00am-3:00pm | 3 Ready, Set, Job Search 10:00am-12:00pm Making Sense of the Labour Market 1:00pm-3:30pm | 4 Career Discovery 10:00am-3:00pm |
| 7 Targeted Cover Letters 9:00pm-12:00pm | 8 Ace that Interview 1:00pm-3:30pm | 9 Resume Development 10:00am-3:00pm | 10 Ready, Set, Job Search 10:00am-12:00pm | 11 Career Discovery 10:00am-3:00pm |
| 14 Financial Literacy 10:00am-12:00pm Making Sense of the Labour Market 1:00pm-3:30pm | 15 One on One Workshops 9:00am-3:00pm | 16 Resume Development 1:00pm-3:00pm | 17 Ready, Set, Job Search 10:00am-12:00pm Stress & Time Management 1:00pm-3:30pm | 18 Recognizing Abuse in Relationships 9:00am-11:00am Disclosing your Disability 1:00pm-4:00pm |
| 21 Targeted Cover Letters 9:00am-12:00pm | 22 Workplace Communication 10:00am-12:00pm Ace that Interview 1:00pm-3:30pm | 23 Career Discovery 10:00am-3:00pm | 24 Ready, Set, Job Search 10:00am-12:00pm | 25 Resume Development 10:00am-3:00pm |
| 28 Making Sense of the Labour Market 1:00pm-3:30pm | 29 Stress & Time Management 9:00am-11:30am Problem Solving in the Workplace 1:00pm-3:00pm | 30 Resume Development 10:00am-3:00pm | 31 Ready, Set, Job Search 10:00am-12:00pm | |

Workshop Descriptions

To register call 250-787-0024



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.

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.

Making Sense of the Labour Market

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:

Financial Literacy

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.

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.