



careercentre

Your Future is Working



# Workshops at The Career Centre

The Career Centre offers free workshops to assist with your employment needs. Check the Workshop Calendar on reverse for dates and times. Pre-registration is required and space is limited. Call 250-248-3205.

Receive the monthly schedule electronically by sending an email to: [newssubscribe@careercentre.org](mailto:newssubscribe@careercentre.org)

**Individual guidance, support and coaching are available from our knowledgeable, caring and experienced Employment Consultants.**

**WWW.CAREERCENTRE.ORG**

## Welcome and Introduction Workshop

### Ready, Set...Work!

Learn job search techniques to get you to work faster by identifying the skills, characteristics and experience that get employers' attention. Completion of this workshop is required in order to take Resumes and Cover Letters.

## Job Search Workshops

### Beyond The Postings: Finding Work in Oceanside

Eighty percent of jobs are not advertised. Learn the tools you need to successfully access this hidden job market. Gain an understanding of the local economy and find work faster.

### Resumes & Cover Letters

Learn how to create and organize a resume so employers can easily understand your skills and qualifications and how you could fit the job. Ready, Set...Work! is a prerequisite. No computer skills required.

### ePortfolios: Beyond The Resume - NEW!

The resume of the future has arrived. Showcase your achievements and communicate your work vision with an online skills and work portfolio. Take advantage of this cutting edge technology to market to potential employers. *Please call and register for the next workshop.*

### Hot Leads

Target your approach to potential employers by researching vital details before you drop off a resume. Learn how to use the Yellow Pages as a job search resource.

### Acing the Interview

Successful interviewing will be essential to receive a job offer. This workshop contains tips and strategies for effective interviewing from preparation to follow up.

### Put your Best Foot Forward

Prepare for chance encounters with a 30 second personal pitch and for informal meetings with a calling card - your "mini resume," a wallet-sized summary of contact information and your skills and abilities.

### Using Social Media for Job Search

Receive an introduction to popular tools that increase your networking opportunities and exposure to enhance your job search. Learn about: Facebook, Twitter, Delicious, LinkedIn, Blogs, & RSS Feeds.

## Skill Development Workshops

### On the Job: How to Create and Maintain Success

Interactions & communication at work can be challenging. This workshop provides a strong foundation for creating success in the workplace.

### Computer Basics 1

Computer technology will make your job search more effective. This introduction guides you through the basics of operating a computer. Learn how to save, open and modify documents.

### Computer Basics 2

This workshop builds on the introduction from Basics 1 and gives you the skills you need to search and apply for jobs online. You will learn the basics of searching and using word processing applications.

## Career Decision Making & Personality Assessment

### Finding the Fit with Myers-Briggs Personality Assessment

Identify your personality type and how it relates to work that matches your preferences with MBTI, a trusted & widely used assessment tool. Perform a comprehensive online assessment & gain insight through this 1-day workshop. You must first meet with an Employment Consultant.

### Architect Your Career

Identify and explore occupations that fit your work interests, personality and values. Use Personality Dimensions™ and Career Cruising® to find out what kind of work is a match for you.

### Creating Your Own Employment

Is self-employment for you? Come to this lively workshop and discover if you are well suited to running your own business. Learn about consumer trends, get business ideas and access resources to further explore this exciting opportunity.

*Please call and register for the next workshop.*

### Career Planning

Using proven career planning techniques, you will clarify your personal and career objectives, ensuring you create a strong foundation to move forward with your career goals.

*Please call and register for the next workshop.*

#110 - 198 East Island Hwy, Parksville BC V9P2H3 | Tel - 250.248.3205 | Fax - 250.248.4154



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08.2010

# Workshops in August

Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>2</b></p> <p>Statutory Holiday - Closure</p>  <p><b>CIVIC HOLIDAY</b></p>	<p><b>3</b></p>	<p><b>4</b></p> <p>Ready, Set...Work! 9:30 am - 12:30 pm</p> <p>Put Your Best Foot Forward 1 - 4 pm</p>	<p><b>5</b></p>	<p><b>6</b></p> <p>The Career Centre is a scent-free environment. Please refrain from wearing scented products (cologne, perfume, deodorant, etc.) while accessing services.</p>
<p><b>9</b></p> <p>Resumes &amp; Cover Letters 9:30 am - 12:30 pm</p> <p>Hot Leads 1 - 4 pm</p>	<p><b>10</b></p> <p>Computer Basics 1 1 - 4 pm</p>	<p><b>11</b></p> <p>Beyond the Postings: Finding Work in Oceanside 9:30 am - 12:30 pm</p> <p>On the Job: How to Create &amp; Maintain Success 1 - 4 pm</p> <p>Computer Basics 2 1 - 4 pm</p>	<p><b>12</b></p>	<p><b>13</b></p>
<p><b>16</b></p> <p>Acing the Interview 9:30 am - 1:30 pm</p> <p>Using Social Media for Job Search 1 - 4 pm</p>	<p><b>17</b></p> <p>Drop-in anytime to take the TypingMaster Pro course. We also provide testing and certification. Testing fees: \$25 or \$10 for retesting. This service sponsored by CVIJOBS.</p>	<p><b>18</b></p> <p>Ready, Set...Work! 9:30 am - 12:30 pm</p> <p>Put Your Best Foot Forward 1 - 4 pm</p>	<p><b>19</b></p> <p>Architect Your Career 9:30 am - 1 pm</p>	<p><b>20</b></p>
<p><b>23</b></p> <p>Resumes &amp; Cover Letters 9:30 am - 12:30 pm</p> <p>Hot Leads 1 - 4 pm</p>	<p><b>24</b></p> <p>Computer Basics 1 1 - 4 pm</p>	<p><b>25</b></p> <p>Beyond the Postings: Finding Work in Oceanside 9:30 am - 12:30 pm</p> <p>On the Job: How to Create &amp; Maintain Success 1 - 4 pm</p> <p>Computer Basics 2 1 - 4 pm</p>	<p><b>26</b></p> <p>Finding the Fit with Myers-Briggs Personality Assessment 9 am - 4 pm</p>	<p><b>27</b></p>
<p><b>30</b></p> <p>Acing the Interview 9:30 am - 1:30 pm</p>	<p><b>31</b></p>	<p><b>Choose FREE Workshops that fit YOUR employment needs in these categories:</b></p> <ul style="list-style-type: none"> <li>▶ Welcome and Introduction Workshop</li> <li>▶ Job Search Workshops</li> <li>▶ Skill Development Workshops</li> <li>▶ Career Decision Making &amp; Personality Assessment</li> </ul> <p>Visit us Monday through Friday between 8:30 am - 4:30 pm.</p>		



use these social media tools to receive job postings and labour market information