



careercentre
Your Future is Working

02. 2012 Workshops in February

MONDAY		TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Choose FREE Workshops that fit YOUR employment needs in these categories: <ul style="list-style-type: none"> Welcome and Introduction Workshop Job Search Workshops Skill Development Workshops Career Decision Making & Personality Assessment Employment Insurance (EI) Programs 			1 Wage Subsidy Introduction 9:00 am-10:30 am Beyond the Postings: Finding Work in Oceanside 9:30 am-12:30 pm	2 Architect Your Career 9:30 am-1:00 pm Career Centre Info Session 10:00 am-11:00 am	3
6 Resumes & Cover Letters 9:30 am-12:30 pm Career Centre Info Session 2:00 pm-3:00 pm	7 Career Centre Info Session 11:00 am-12:00 pm Training Support Program Info Session 3:00 pm-4:00 pm	8 Wage Subsidy Introduction 9:00 am-10:30 am Ready, Set...Work! 1:00 pm-4:00 pm Word Processing Basics 1:00 pm-4:00 pm	9 Career Centre Info Session 10:00 am-11:00 am Internet Basics 1:00 pm-4:00 pm	10	
13 Acing the Interview 9:00 am-1:00 pm Career Centre Info Session 2:00 pm-3:00 pm	14 Career Centre Info Session 11:00 am-12:00 pm Training Support Program Info Session 3:00 pm-4:00 pm	15 Wage Subsidy Introduction 9:00 am-10:30 am Beyond the Postings: Finding Work in Oceanside 9:30 am-12:30 pm	16 Architect Your Career 9:30 am-1:00 pm Career Centre Info Session 10:00 am-11:00 am	17 Creating Your Own Employment 9:00 am-12:00 pm	
20 Resumes & Cover Letters 9:30 am-12:30 pm E-Portfolios: Beyond the Resume Part One 1:00 pm-4:00 pm Career Centre Info Session 2:00 pm-3:00 pm	21 Career Centre Info Session 11:00 am-12:00 pm Training Support Program Info Session 3:00 pm-4:00 pm	22 Wage Subsidy Introduction 9:00 am-10:30 am Ready, Set...Work! 1:00 pm-4:00 pm	23 Career Centre Info Session 10:00 am-11:00 am	24	
27 Acing the Interview 9:00 am-1:00 pm Career Centre Info Session 2:00 pm-3:00 pm	28 Career Centre Info Session 11:00 am-12:00 pm Training Support Program Info Session 3:00 pm-4:00 pm E-Portfolios: Beyond the Resume Part Two 1:00 pm-4:00 pm	29 Wage Subsidy Introduction 9:00 am-10:30 am Beyond the Postings: Finding Work in Oceanside 9:30 am-12:30 pm	 <p>Career Centre Info Sessions</p> <p>Learn about all the programs and services available to you!!</p>		



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



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Workshops at The Career Centre

The Career Centre offers free workshops to assist with your employment needs. Pre-registration is required and space is limited. Call 250-248-3205 to reserve.

Welcome and Introduction Workshops

Career Centre Information Session

Discover the programs and services available to you here at the Career Centre. If you need personal job search assistance with an Employment Consultant, you must first attend this Information Session.

Mondays 2:00 pm-3:00 pm or Tuesdays 11:00 am-12:00 pm or Thursdays 10:00 am-11:00 am

Ready, Set...Work!

Learn job search techniques and find work faster by identifying the skills, characteristics and experience that will attract employers' attention.

Wednesday, February 8 or February 22, 1:00 pm-4:00 pm

Skill Development Workshops

Word Processing Basics

This workshop will guide you through word processing basics. Using Microsoft Word, you will learn how to save, open and modify documents.

Wednesday, February 8, 1:00 pm-4:00 pm

Internet Basics

This workshop provides the skills you need to search and apply for jobs online. You will learn the basics of searching the web and using email.

Thursday, February 9, 1:00 pm-4:00 pm

Career Decision-Making & Personality Assessments

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 and widely used assessment tool. Perform a comprehensive online assessment and gain insight through this workshop. *This workshop will be offered again soon.*

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 type of work is a match for you.

Thursday, February 2 or February 16, 9:30 am-1:00 pm

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. *Check with us in the future. This workshop will be offered again soon.*

Creating Your Own Employment

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

Friday, February 17, 9:00 am-12:00 pm

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 identify sources of labour market information.

Wednesday, February 1 or February 15 or February 29, 9:30 am-12:30 pm

Resumes & Cover Letters

Learn how to create and organize a resume so employers can understand your skills and qualifications. No computer skills required.

Monday, February 6 or February 19, 9:30 am-12:30 pm

E-Portfolios: Beyond the Resume

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 technology to market yourself to potential employers. *You must first meet with an Employment Consultant and have taken Word Processing Basics & Internet Basics or possess equivalent skills. This is a two-part workshop.*

Monday, February 19, Part One, 1:00 pm-4:00 pm

Tuesday, February 28, Part Two, 1:00 pm-4:00 pm

Acing the Interview

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

Monday, February 13 or February 27, 9:00 am-1:00 pm

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, LinkedIn, Delicious, blogs & more. *Check with us in the future. This workshop will be offered again soon.*

Employment Insurance (EI) Programs

If you are unemployed or working less than 20 hours per week and have an active EI claim or; your EI claim period has ended within the past 36 months or; your EI maternity or paternity claim began in the past 60 months, ask your Employment Consultant as you may be eligible for these programs. *Check the calendar for info session dates.*

Training Support Program (Amber Education Services)

Funding may be available if a lack of training is keeping you from finding sustainable employment.

Tuesdays 3:00 pm-4:00 pm

Wage Subsidy Program (Global Vocational Services)

Assists eligible individuals in gaining employment where they can develop and build on skills. *You must first meet with an Employment Consultant.*

Wednesdays 9:00 am-10:30 am



Funded in whole or part through the Canada-British Columbia Labour Market Development Agreement

#110-198 East Island Hwy, Parksville, BC V9P 2H3 Tel: 250-248-3205 www.careercentre.org



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03. 2012 Workshops in March

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Choose FREE Workshops that fit YOUR employment needs in these categories: <ul style="list-style-type: none"> Welcome and Introduction Workshop Job Search Workshops Skill Development Workshops Career Decision Making & Personality Assessment Employment Insurance (EI) Programs 			1 Finding the Fit-Myers Briggs Personality Type Indicator 9:00 am-4:00 pm Career Centre Info Session 10:00 am-11:00 am	2
5 Resumes & Cover Letters 9:30 am-12:30 pm Career Centre Info Session 2:00 pm-3:00 pm	6 Career Centre Info Session 11:00 am-12:00 pm Training Support Program Info Session 3:00 pm-4:00 pm	7 Wage Subsidy Introduction 9:00 am-10:30 am Ready, Set...Work! 1:00 pm-4:00 pm	8 Career Centre Info Session 10:00 am-11:00 am	9
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Welcome and Introduction Workshops

Career Centre Information Session

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**Mondays 2:00 pm-3:00 pm or Tuesdays 11:00 am-12:00 pm
or Thursdays 10:00 am-11:00 am**

Ready, Set...Work!

Learn job search techniques and find work faster by identifying the skills, characteristics and experience that will attract employers' attention.

Wednesday, March 7, 1:00 pm-4:00 pm

Skill Development Workshops

Word Processing Basics

This workshop will guide you through word processing basics. Using Microsoft Word, you will learn how to save, open and modify documents.

Wednesday, March 14, 1:00 pm-4:00 pm

Internet Basics

This workshop provides the skills you need to search and apply for jobs online. You will learn the basics of searching the web and using email.

Thursday, March 15, 1:00 pm-4:00 pm

Career Decision-Making & Personality Assessments

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 and widely used assessment tool. Perform a comprehensive online assessment and gain insight through this workshop.

Thursday, March 1, 9:00 am-4:00 pm

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 type of work is a match for you.

Thursday, March 15, 9:30 am-1:00 pm

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. *Check with us in the future. This workshop will be offered again soon.*

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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 identify sources of labour market information.

Wednesday, March 14, 9:30 am-12:30 pm

Resumes & Cover Letters

Learn how to create and organize a resume so employers can understand your skills and qualifications. No computer skills required.

Monday, March 5, 9:30 am-12:30 pm

E-Portfolios: Beyond the Resume

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 technology to market yourself to potential employers. *You must first meet with an Employment Consultant and have taken Word Processing Basics & Internet Basics or possess equivalent skills. This is a two-part workshop. Check with us in the future. This workshop will be offered again soon.*

Acing the Interview

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

Monday, March 12, 9:00 am-1:00 pm

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, LinkedIn, Delicious, blogs & more. *Check with us in the future. This workshop will be offered again soon.*

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