

Small Business Week October 15-21, 2017

## Workshops for Employers

The Career Centre is pleased to support local employers by delivering these insightful workshops:

### Payroll Basis

Monday, October 16

8:30am - 12:30pm

Cost: \$25; refreshments provided

Hiring your first employee? Need a refresher on payroll? Learn the requirements for:

\*setting up a payroll account with CRA and Worksafe BC

\*payroll how-tos and deductions

\*remittance

Facilitator: Jordan Stanley CPA, CMA, previous payroll instructor through the VIA Continuing Education Department

### Creating Job Postings to Attract Top Candidates

Tuesday, October 17

1:00-2:30pm

Cost: Free; refreshments provided

In today's demanding world, finding the right staff can be challenging. Come away with an easy 4-step process to create a captivating job posting. Gain an overview of the free job posting service on the Career Centre website. Leave the session with our updated employers' handbook with several recruiting tips.

Facilitator: Diana Jolly, CCDP, Employer Services Coordinator with the Career Centre

### Employee Engagement and Recognition

Wednesday, October 18

1:00-2:30pm

Cost: Free; refreshments provided

What differentiates a business as an employer, in customer-relations, sustainability and success? This session will feature successes and learnings, a round table to share ideas, questions and experiences.

Facilitator: Ilka Bene, AVP, Human Resources, First West Credit Union Duncan and recipient of the 2017 Chartered Professionals in Human Resources HR Professional of the Year Award.

**Location:** Career Centre, Room 328, 198 East Island Highway, Parksville  
(in the Seaview Centre - off Weld Street)

**Seating is limited. RSVP by Thursday, October 12, 2017**  
250.248.3205 or email [marcene@careercentre.org](mailto:marcene@careercentre.org)