

# DECEMBER 2018 Workshop Calendar

Please call to register: 416-929-4331 x 0

Monday	Tuesday	Wednesday	Thursday	Friday
3 Preval Online	4 Career Cruising	5 Preval Online	6 Career Cruising	7 Preval Online
10 Career Cruising	11 Preval Online	12 Career Cruising	13 Preval Online	14 Career Cruising
17 Preval Online	18 Resume Workshop 1pm to 4pm	19 Interview Skills Workshop 1pm to 4pm	20 Networking & LinkedIn for Job Search 10:30am to 4:30pm	21 Preval Online
24 Preval Online	25 CHRISTMAS DAY (Office Closed)	26 BOXING DAY (Office Closed)	27 Career Cruising	28 Preval Online
31 Preval Online				

## Workshops:

### Résumé Skills

Do you know what the components of an effective résumé are? What is the best format for you? Chronological, Functional or Combination? What are references? Get important information in order to produce a resume that gets results!

### Interview Skills

Obtain valuable information about the job interview process by learning what is to be expected. Learn about the various types of interviews and how to prepare for different types of questions. Dressing and grooming as well as follow up methods will be covered.

### Networking & LinkedIn for Job Search

Learn about LinkedIn's professional profiling techniques and learn about how to maximize the latest Networking tools to further your job search and market your skills. Participants will get many opportunities to practice various Networking techniques.

## By Appointment Only:

### Preval Online

Preval Online: A testing tool for clients to assess their hard skills. Clients can obtain test results and get a better understanding on the skills they need to improve on.

### Career Cruising

Career Cruising: An online tool to look for job postings Canada wide, explore interests, assess learning styles inventory, learn about careers, employment guide and explore educational programs Canada wide.