

# SEPTEMBER 2019 Workshop Calendar

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

Monday	Tuesday	Wednesday	Thursday	Friday
2 <b>Labour Day</b> (Office Closed)	3 Career Cruising	4 Preval Online	5 Career Cruising	6 Preval Online
9 Preval Online	10 Career Cruising	11 Preval Online	12 Career Cruising	13 Preval Online
16 <b>How to Make Your Resume Stand Out</b> 1:30pm to 4:30pm	17 Preval Online	18 Career Cruising	19 <b>Acing a Job Interview</b> 1:30pm to 4:30pm	20 Career Cruising
23 Career Cruising	24 Preval Online	25 Career Cruising	26 <b>Networking Strategies to Get Hired</b> 10:30am to 4:30pm	27 Preval Online
30 Career Cruising				

## Workshops:

### How to Make your Résumé Stand Out

Countless applications but no call-backs? Adjusting your Résumé to fit the jobs you apply for, but it doesn't seem to make any difference? Don't know how to deal with the employment gap? Changing careers? New grad?

Join us for this 3-hour workshop to learn:

- What your Résumé *must have* to get the attention you deserve
- Keywords – where to find them, and how and where to use them in your Résumé
- How to convert your responsibility statements to stories where your skills shine
- Soft skills: from listing them to making the employer want to speak with you
- How to address different career situations
- How to win the ATS (Applicant Tracking System) game
- How to customize your Résumé so that it becomes irresistible (hands-on activity)

### Acing a Job Interview

Are you ready to take charge of your job interview?

If you wish you could go into an interview feeling more confident, better prepared and more in control, let us show you how!

Come and join us for this 3-hour workshop packed with most up-to-date, practical information.

You will learn:

- About different interview formats and what to expect in them
- About the power of follow-up
- How to be smart about your interview preparation
- How to handle the most dreaded questions
- How to minimize interview anxiety and feel more confident
- What's the winning mindset?

### Networking Strategies to Get Hired

“Networking Strategies to Get Hired” Workshop (Networking and LinkedIn)

You have heard it over and over again: Networking is the best way to get a job!

So, you have been trying to network and you even have a LinkedIn profile, but somehow it never feels right and it never seems to work. It doesn't have to feel awkward!

We have selected and organized proven methods and tools to help you leverage your efforts, while enjoying the networking process, online or in-person.

In this workshop you will learn:

- Practical strategies to equip yourself with the winning networking mindset
- About the importance of systematic networking in your job search
- How to make it easy for others to help you
- How to introduce yourself to new contacts
- About branding for LinkedIn
- How to use LinkedIn for effective networking

## 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.