

August 2020 Workshop Schedule

Workshops last between 1 and 2 hours. Please log in 15 minutes before **START** time.

Monday	Tuesday	Wednesday	Thursday	Friday
3	4 Employment Rights & Responsibilities 9:30 – 10:30 Job Search Strategies 1pm – 3pm	5 Resumes 9:30 – 11:30 Cover Letters 1pm – 2pm	6 Interview 9:30 – 11:30 Second Career Information Session 1pm-3pm	7 Get Social 9:30 – 11:30 Workplace Success 1pm – 3pm
10 Job Search Strategies 9:30 – 11:30 Employment Rights & Responsibilities 1pm – 2pm	11 Resumes 9:30 – 11:30 Cover Letters 1pm – 2pm	12 Interview 9:30 – 11:30 Workplace Success 1pm – 3pm	13 Get Social 9:30 – 11:30 Second Career Application Session 1pm-3pm	14 What Do I Have to Offer (<i>Values & Transferable Skills</i>) 9:30 – 11:00
17 Employment Rights & Responsibilities 9:30 – 10:30 Job Search Strategies 1pm – 3pm	18 Cover Letters 9:30 – 10:30 Resumes 1pm – 3pm	19 Workplace Success 9:30 – 11:30 Interview 1pm – 3pm	20 Get Social 9:30 – 11:30 Second Career Information Session 1pm-3pm	21
24 Job Search Strategies 9:30 – 11:30 Employment Rights & Responsibilities 1pm – 2pm	25 Resumes 9:30 – 11:30 Cover Letters 1pm – 2pm	26 Interview 9:30 – 11:30 Workplace Success 1pm – 3pm	27 What Do I Have to Offer (<i>Values & Transferable Skills</i>) 9:30 – 11:00 Second Career Application Session 1pm-3pm	28 Get Social 9:30 – 11:30
31 Employment Rights & Responsibilities 9:30 – 10:30 Job Search Strategies 1pm – 3pm	1 September	2	3	4

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Workshop Descriptions		
<p>Resumes Today's resumes have changed. Job search starts with a strategy and an effective resume. This workshop provides participants with information on current resume styles, what employers are looking for, addresses the importance of relevant information using industry language and a creative approach. Information gathering only, candidate resumes will not be looked or worked on in this workshop.</p>	<p>Interview Prepare for typical questions asked at an interview and research ones you should ask: Discussion around:</p> <ul style="list-style-type: none"> • Before the interview • During the interview • After the interview • Build confidence and be prepared! 	<p>Employment Rights & Responsibilities Do you know your rights as a new employee? This workshop will review employee rights and responsibilities, as well as Ontario employment standards. You will be provided with tools and knowledge to prepare you for current or future positions.</p>
<p>Second Career Session Information session: This workshop covers the eligibility and suitability requirements for Second Career. Application Session: We will discuss the financial help available and review the paperwork involved in putting an application together for Second Career. Must have attended Information Session.</p>	<p>Cover Letters Draw attention to your resume. Learn some new ideas about creating and enhancing your cover letter. Focus on the job you are seeking.</p>	<p>Workplace Success Improving one's ability to be successful at work is something everyone can benefit from. This workshop will outline the key elements of success and support participants as they strive for positive achievements at work.</p>
<p>Get Social Learn how to use professional contacts on LinkedIn. Explore the idea of using professional social networking to expand your network, gain insightful information about companies, industry specific groups, and hidden job market leads. Work towards achieving a top-notch profile & learn how to actively participate in this valuable job search tool.</p>	<p>Job Search Strategies Want to carry out an effective job search? Learn more about how to access the hidden labour market and how to strategize your marketing efforts. Organize and track job search activities; use the internet as a job search tool; and enhance your networking potential (This might be a workshop that you want to do first!)</p>	<p>What Do I Have to Offer: Values and Transferable Skills The purpose of this workshop is to help participants identify their own values and transferable skills and how they will assist them in their job search. By having a greater understanding of who they are and what they bring to the table, workshop participants will be better equipped to market themselves into gainful employment.</p>
<p>Second Career Session Provides laid-off workers with skills training to help them find jobs in high-demand occupations in Ontario and can provide financial support for tuition, books, transportation and a basic living allowance. Additional support may be available to accommodate the needs of people with disabilities, dependent care, costs of living away from home, and academic upgrading.</p>		



Online Workshops

You can access these workshops from home on your computer, tablet, or phone (A free App is available for Phones and Tablets).

You can self-register to access these instructor led workshops and others by creating your free account at our [Agilec website](#).