

Calendar of Events

Connecting You To Employment.

Workshops

RESOURCES:

Job Boards

Four "inside job" boards updated daily.

Computers & Internet

Access our exclusive career web pages & business databases.

Photocopying

Free

Faxing

Free

Library

Books and directories on job search, career planning, and employers— just to name a few.

SERVICES:

Coach's Corner

Resume/cover letter help? Computer question? Advice? Chat with a Career Advisor and get answers to all your questions.

Career Advisor

1 to 1 assistance & support with job search, school funding, skills upgrading, and career exploration. Appointments can be made at the front desk.

Monday	Tuesday	Wednesday	Thursday	Friday
2 CLOSED	3	4	5	6
9	10	11	12	13
16	17	18 Career Exploration (10:00am – 2:30pm)	19 Career Exploration (10:00am – 1:30pm)	20
23	24 Interview Skills (10:30am – 12:00pm)	25	26 Networking for professionals (2:30pm – 4:00pm)	27
30	31			

***Daily:** Orientation session for work permit holders is held each day at 10:30 am. Also includes short introduction to Canadian resumes.

HIGHLIGHTS:

WORKSHOPS:

CAREER EXPLORATION: This two-day career exploration series will help you develop your career direction by uncovering your: work values, transferable skills and personality type. (\$600 value for FREE).

NETWORKING FOR PROFESSIONALS: Looking for a professional job? Get the tools to "uncover" your new job and learn how a few simple networking principles and strategies can fast track your job search.

****Make your own business cards in our workshop to improve your networking****

INTERVIEW SKILLS: Have your best interview with these valuable skills, include salary negotiation.

Please call to sign up for the workshops.

ONE TO ONE CONSULTATIONS:

MOCK INTERVIEW: One-to-one appointments can be scheduled anytime to prep for your interview.

RESUME CONSULTATION: Sit down 1 to 1 with a Career Advisor for feedback and tips on how to improve your resume. We can also assist with cover letters during this consultation.

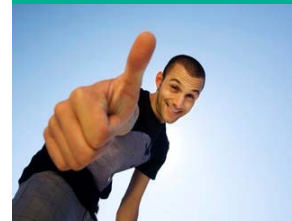
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OPEN:

Monday, Tuesday & Thursday: 9:30 - 5
Wednesday: 10 - 6
Friday: 9:30 - 4

