

Samaritan House Employment Resource Centre – Workshop Schedule

Please contact us at Unit C-3 The Town Centre, 800 Rosser Avenue or at (204) 717 - 3503 to register for an upcoming workshop. Advanced registration is encouraged

November 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
4				1	2 9am- 1pm Recognizing Prior Learning	3
	5	6 9am- 1pm Career Exploration	7	8 9am- 1pm Resume Writing	9	10
	11	12	13 9am- 1pm	14 9am- 1pm	15	16
	Office Closed	Cover Letter Writing	Job Search Skills			17
	18	19	20 9am- 1pm	21	22 9am- 1pm	23
		Interview Preparation		Practical Interview Skills		24
25	26	27 9am- 1pm	28	29	30	
		Success in the Workplace				

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Recognizing your Prior Learning and Transferrable Skills – Take this opportunity to do an inventory of all that you are capable of. By completing this workshop, you will identify your existing skills, abilities and talents developed not only in the workplace, but also in your home life, educational experiences and volunteer roles. This workshop is a great first step in preparing for your job search and the information you identify during this session will help you in developing a resume, preparing a cover letter and marketing yourself to a potential employer in an interview.

Career Exploration – Looking to explore potential career options but do not know where to start? This workshop will guide you through a series of assessments, with immediate results that match potential careers with your interests and skills. Learn how to use this information in making career-related decisions.

Resume Development – The resume is a marketing tool designed to get you a job interview. In this workshop, you will learn about the types of resumes and which type will best highlight your skills and abilities, as well as how to create a targeted resume that matches your skills and abilities to the specific position you are applying for.

Cover Letter Writing– The Cover Letter is an essential tool in the job search and application process. In this workshop, you will work on developing your own letter of introduction that will have a potential employer looking to read more about you in your resume.

Conducting an Effective Job Search – Re-energize your job search in this one-day workshop by learning more about our local labour market and how to access the “Hidden” job market. Take your job search to the next level with self-marketing strategies and how to apply for the jobs that are not advertised on the most popular job search sites.

Interview Preparation– This workshop focuses on a very important component of an interview – the pre-interview preparation. Types of interview questions, making a positive first impression and formulating strong answers to the toughest of questions are covered in this workshop.

Practical Interview Skills – Put your new-found knowledge and skills to the test in a series of practice interviews and feedback so that you will have more confidence and increased success in promoting yourself to employers.

Success in the Workplace – You’ve got a new job – so now what? Or perhaps you’re looking for ways to move up within your current workplace? Learn more about what is expected of you at work, as well as what you can expect in your new position.