

Jobs Caledon - March 2017

Mon	Tue	Wed	Thu	Fri
		1	2 Resume for Results 9:30–11:30am	3
6 Manpower Hiring Event 11:30am-1:30pm ----- Using Your Soundbite 1:30-4:00pm	7 Career Exploration Personality Dimensions® 1:00–4:00pm	8	9	10 PowerPoint for the Workplace 9:30am–12:00pm
↙ March Break Week ↘				
13 Research Your Career 9:30–11:30am ----- Optimize Your Resume 1:30–3:30pm	14 Interview with Success 9:30–12:00pm	15 Career Exploration Choices Planner CT® 9:30–12:00pm	16	17 Customer Service 9:30am-12:30pm ----- Conflict Resolution 1:00-4:00pm
20	21 Second Career Information Session 1:30–3:30pm	22	23	24 Computer Training at Jobs Caledon 1/5 Consecutive Sessions *** Class A: 10:30am-12:30pm & Class B: 1:00-3:00pm
27 How to Create Your Personal Brand 9:30am–12:00pm	28	29	30	31 Computer Training at Jobs Caledon 2/5 Consecutive Sessions *** Class A: 10:30am-12:30pm & Class B: 1:00-3:00pm

YOUTH ages 15-29 interested in attending any workshops or needing support contact Mary Falcone 905 584 2300 ext. 232 or youth@ccs4u.org

Contact Jobs Caledon to register for workshops: 905 584 2300 or jobs@ccs4u.org

*** Computer course offered 5 consecutive Fridays by The Learning Place 905 793 5400 ext. 226.

Next computer session starts March 3rd 2017 (8 Registrants required to run classes)



Jobs Caledon ERC, Caledon Community Services | <https://ccs4u.org/>
18 King St. E. Upper Level Mon-Fri 9am– 4:30pm; Wed. 9am-7pm
Follow us on Twitter @CCSWorks for the latest news and tips



This Employment Ontario Service is funded in part by the Government of Canada.

Course Descriptions For All Courses Offered Throughout The Calendar Year At Jobs Caledon

Action Planning:	Preparing an action plan is a good way to help reach your objectives in life. Don't worry about the future; take action and plan for it.
Basic Budgeting	Designed for beginners this workshop will encourage participants to track expenses by budgeting, consider wants vs. needs, and recognize that making wise choices and living within your means is fundamental to money management.
Career Exploration - Personality Dimensions@:	Build your self-esteem and confidence in this fun, interactive seminar! Discover your personality temperament and values, while learning about your preferred work style and career fit.
Career Exploration - Choices Planner CT@:	Find out how your interests, values, skills and work preferences can help you explore your career options in this hands-on workshop.
Conflict Management:	Conflict is inevitable in our lives. Learn how to develop an understanding of conflict and improve your capabilities to manage it.
Critique this Resume!:	Learn to critique your resume like an employer so you know what kind of resume will stand out.
Customer Service:	Learn how to provide excellent customer service by demonstrating the essential skill set for anyone aspiring to succeed in the world of customer service.
Effective Communication:	Effective communication is the key that helps you connect with others and improve team work. The more practice you do and effort you apply, the stronger and rewarding your interactions with others will become.
How to Create a Personal Brand	Learn how to present and promote yourself successfully and master marketing tools to brand your career.
Interview with Success:	Prepare for your next interview through discussion of the entire interview process and learn how to respond to difficult interview questions
Introduction to Entrepreneurship:	What you want to know about owning your own business.
Legitimate Opportunities to Work from Home:	Build your skills, knowledge and confidence related to legitimate opportunities to work from home, while learning how to research work from home opportunities to protect yourself from scams.
Mock Interviewing:	One-to-one mock interview and consultation for up to 30 minutes.
Optimize Your Resume:	Use eye-catching techniques and 'tips of the trade' to create a resume and cover letter that will get you noticed!
Overview of Entrepreneurship:	A seminar that explores the reasons why one wants to go into business. The licenses and permits required. Some advice where to research your idea. An explanation of Sole Proprietorship and Incorporation. Many more subjects touched upon. Open question period.
Positive Self-Management:	People with good self-management skills will have clear priorities and be able to take responsibility for their own performance.
PowerPoint for the Workplace:	Learn how to design a PowerPoint presentation using design templates or 'from scratch'. Avoid common mistakes people make and create presentations using good animation principles. For computer users who are proficient using a mouse and keyboard.
Research Your Career:	Learn what information to look for and use the latest websites and other research methods to enhance your job search in this interactive workshop
Resumes for Results:	Learn about the different types of resumes and discuss the benefits of creating a 'functional-style' resume.
Second Career Info. Session:	Laid off and interested in training for a new career? Learn the eligibility & suitability criteria to participate in the program & learn what research and planning is required.
Stress Management:	Stress Management workshop will help you to understand how to cope and manage stress in your professional and personal life.
Time Management:	This Time Management workshop offers techniques that you can use immediately to gain control over your day. Learn how to control your life by controlling your time.
Using Your Sound Bite:	Every conversation with someone is an opportunity to increase your job-search network. Create a sound bite that will increase your confidence and boost your network as you look for the work you want.
Your Resume: From Now to Wow!	Bring your resume and work on converting your task statements into accomplishment based statements that catch the attention of employers