

## Jobs Caledon - July 2017

Mon	Tue	Wed	Thu	Fri
<b>3</b> JOBS CALEDON CLOSED	<b>4</b> <b>Resumes for Youth - YJC</b> 10:00–11:30am	<b>5</b>	<b>6</b> <b>Resume for Results</b> 9:30am–11:30am	<b>7</b>
<b>10</b> <b>HIRING EVENT</b> <b>Great Connections</b> <b>Employment</b> 1:00-3:00pm	<b>11</b> <b>Second Career Information</b> <b>Session</b> 1:30–3:30pm	<b>12</b>	<b>13</b> <b>GUEST SPEAKER</b> <b>Correctional Services</b> <b>Application Process For Correctional Officer</b> <b>Positions</b> 11:00am-12:30pm	<b>14</b> <b>Interview with Success</b> 9:00am–12:00pm
<b>17</b> <b>Research Your Career*</b> 9:30–11:30am ----- <b>Using Your Soundbite</b> 1:30–4:00pm	<b>18</b>	<b>19</b>	<b>20</b> <b>Career Exploration</b> <b>Personality Dimensions®*</b> 9:30am–12:30pm	<b>21</b>
<b>24</b> <b>Optimize Your Resume</b> 1:00–4:00pm	<b>25</b> <b>PowerPoint for the</b> <b>Workplace*</b> 9:15–11:45am	<b>26</b>	<b>27</b> <b>LinkedIn to Your Online Job Network* ** ***</b> 9:15am-12:15pm Pre-requisites: - LinkedIn account username & password** (so you can login for class) - Resume!	<b>28</b> <b>HIRING EVENT</b> <b>Stratosphere Quality</b> 1:00-4:00pm
<b>31</b>	<p><b>*Limited to 8 registrants.</b>  <b>** This is the first class offered for hands-on LinkedIn learning; it may finish earlier than 12:15.</b>  <b>**Username and password needed</b> for LinkedIn so you can login using a Jobs Caledon computer. If you need assistance to create an account prior to the class, please ask Jobs Caledon staff for assistance.</p>			

**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 training offered by The Learning Place will resume in September. Call 905 793 5400 ext. 226 for more information



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 Ontario and the Government of Canada.*

**Course Descriptions For 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.
Interview with Success:	Prepare for your next interview through discussion of the entire interview process and learn how to respond to difficult interview questions
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.
LinkedIn to Your Online Job Network:	LinkedIn is one of the tools recruiters use to find applicants for vacancies they have. Find out how to set up your account and use the tools available in LinkedIn to expand your exposure for employers to find you and be impressed!
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.
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.
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.