

RESUME WORKSHOP

2:00 pm-4:00 pm

Learn about the different kinds of resumes and what format is best for you. Plenty of time is available after the workshop for questions and to work one on one with an employment counsellor in our resource center. Cover letters and reference pages will also be discussed in this workshop.

LINKEDIN WORKSHOP

9:30 am-12pm

Understand social media recruitment strategies and learn how to best promote your skills and expand network opportunities through LinkedIn. Please have an account set up prior to the workshop.

BOOTCAMP JOB SEARCH / INTERVIEW

9:30 am-1:00 pm

Let EPC staff whip you into job search shape! Learn "game day" strategies for trimming the fat from your job search, flexing your transferrable skills, and toning your answers for interviews in this intensive job search workshop. In addition, join us for a fun and interactive workshop, where we will discuss various types of interviews, how to answer those difficult questions while building your confidence to ensure a successful interview experience.

WORK FROM HOME OPPORTUNITIES

2:00 pm-4:00 pm

This special session is designed to help anyone considering working from home. Find out the positives and negatives of working remotely and telecommuting, learn how to spot working from home scams, and how to seek out legitimate home employment positions.

CREATING A POSITIVE DIGITAL FOOTPRINT

9:30 am-12:00 pm

Many employers are spending time searching their potential candidates online. Your online image has the ability to either limit you professionally or provide access to future desired job opportunities. We will outline tips how to maintain personal privacy, provide you with ideas for cleaning up an undesirable online image, and provide concrete examples of how to begin promoting yourself professionally.

LINKEDIN LOUNGE

4:30 pm-6:00 pm

This free drop in service is ideal for entrepreneurs, career changers, graduates, job seekers and working professionals and will allow you to maximize your network reach and effectively market your professional image online. A constructive critique of your LinkedIn account including profile image, background summary, work experience, education, skills, endorsements, volunteer work, interest, recommendations and connections with related individuals, companies and groups will be provided. You must currently have a *completed* LinkedIn profile and know your password so you can access your account at EPC.

50+ JOB CLUB

Every Wednesday 9:30 am-12:00 pm

This job search support group is for mature workers in transition or those who are seeking new career options. We provide tools, tips, resources, techniques and networking opportunities to help maximize a job search. For information and peer support, we encourage attending our Job Club meetings.

MAKING AND MAINTAINING CHANGE

2:00 pm-4:00pm

This workshop uses the principals of motivational interviewing, a solution-focused counselling technique, to guide participants to identify workplace challenges and past successes and make plans for how to begin to make changes in the way they respond to adversity. Participants will leave with an action plan that outlines concrete steps and tools that they can use to begin to improve their work lives.

Free @ EPC December 2017

Call 705.748.9110 to register for any of these workshops or certifications or come to our office at 418 Sheridan Street today!

Sun	Mon	Tue	Wed	Thu	Fri	Sat
3	4	5 Boot Camp Job Search/ Interview Resume Workshop	6 50 + Job Club	7 YJC Info Session 3:00-4:30 pm	8	9
10	11 Digital Foot Print Making & Maintaining Change	12	13 50+ Job Club	14 Linked In Lounge	15	16
17	18 LinkedIn Workshop Work From Home	19 Boot Camp Job Search/ Interview Resume	20 50+ Job Club	21	22	23
24	25 Christmas Day CLOSED	26 Boxing Day CLOSED	27 OPEN 8:45- 12:00pm	28 OPEN 8:45- 12:00pm	29 OPEN 8:45- 12:00pm	30
31	Jan 1 New Years Day CLOSED					

FIRST AID (Emergency) & CPR LEVEL "C" 9:00 am-4:00 pm
\$85.00 or
FIRST AID (Standard) & CPR LEVEL "C" 9:00 am-4:00 pm
\$125.00 (2 days)

One or two day training to learn the skills needed to handle first aid situations. An activity book, certificate and wallet-card are included for both levels.

GED PRE-TEST 6:00 pm-8:30 pm
\$50.00 (2 evenings)

Used to determine the preparation required to successfully complete the Official GED Tests. GED study guides can be purchased for \$30.

GED - GENERAL EDUCATION DEVELOPMENT
\$115.00

GED provides the opportunity to receive a Certificate of Grade 12 recognized by the Ministry of Education. Testing takes place the Friday evening and all day Saturday.

SERVICE EXCELLENCE CERTIFICATION 9:30 am-4:00 pm
\$125.00

This training program focuses on creating positive first impressions and promoting loyal customers for repeat business in the hospitality, retail or service industry.

ESSENTIALS OF SERVICE EXCELLENCE CERTIFICATION
\$70.00

Designed to provide front-line service professionals with the essential tools to increase their level of customer service.

ACCESSIBLE SERVICE EXCELLENCE CERTIFICATION
\$70.00

Prepare your team to meet the needs of the customer base of persons with disabilities or accessibility needs. Ensure your business meets Accessibility for Ontarians with Disability Act standards.

SMART SERVE 9:30 am-2:30 pm
\$50.00

Training provides employees with information legally required for responsible beverage service in the Province of Ontario. Certification is required for anyone 18 years of age who is currently employed or seeking employment in a licensed establishment where alcohol is served.

WHMIS CERTIFICATION 9:30 am-2:30 pm **\$70.00**

This Certification program was developed by the IAPA to help workers avoid illnesses and injuries associated with hazardous material.

WORKING AT HEIGHTS TRAINING 8:00 am-4:00 pm
\$150

This training is a requirement for workers who use any of the following methods of fall protection: travel restraint systems, fall restricting systems, fall arrest systems, safety nets and work belts.

Certifications @ EPC December 2017

Call 705.748.9110 to register for any of these workshops or certifications or come to our office at 418 Sheridan Street today!

Sun	Mon	Tue	Wed	Thu	Fri	Sat
3	4	5	6	7	8	9
10	11	12 GED Pre-Test	13 Smart Serve	14	15	16
17	18	19 First Aid (Emerg, Re- Cert, Standard)	20 First Aid (Emerg, Re- Cert, Standard) Day 2 WHIMIS	21	22	23
24	25 Christmas Day CLOSED	26 Boxing Day CLOSED	27 OPEN 8:45-12:00 pm	28 OPEN 8:45-12:00 pm	29 OPEN 8:45-12:00 pm	30
31	Jan 1 New Years Day CLOSED					

*** Please note that funding may be available to assist in covering the costs of these certifications. Call for more details 705.748.9110