

### Job Search Workshop

9 :30 am-12:00 pm

Develop your own personalized plan for landing your ideal job. This workshop will arm you with techniques you will need to proactively pursue work in your field of interest and succeed in the labour market. Topics include: accessing hidden jobs, networking, cold calling, application writing, references and other methods for contacting employers.

### 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.

### Interview Workshop

2:00 pm-4:00 pm

Join us for this 2½ hour 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.

### LinkedIn Workshop -You've Got A LinkedIn Profile...Now What?

9:30 am-12:00 pm

This workshop, designed for beginner and intermediate LinkedIn users, will highlight strategies to ensure your LinkedIn profile is both complete and engaging. Get assistance with navigating the platform's new format, taking networking to the next step, highlighting your expertise, writing a dynamic Background Summary, and constructing a Call to Action.

### Job Search Boot Camp

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.

### 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 learn 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.*

### Win at Work - Succeeding in your Job and Advancing in your Career

2:00 pm-4:00 pm

All of us have things we would like to do better at work. If we could simply decide to be different, then none of us would ever struggle to achieve our goals. This workshop uses the principals of motivational interviewing, a solution-focused counselling technique, to guide participants to identify workplace challenges and make plans for how to begin to make changes in the way they deal with 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.

### 50+ Job Club

Wednesdays 10:00 am-1:00 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.

# Free @ EPC July 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
						1
2	3 <b>CLOSED Holiday- Canada Day</b>	4	5 50+ Job Club	6	7	8
9	10 Work from Home	11 Job Search Interview	12 50+ Job Club	13 LinkedIn Lounge	14	15
16	17 Digital Footprint  Win at Work - Succeeding in your Job and Advancing in your Career	18 LinkedIn	19 50+ Job Club	20 YJC Info. Session	21	22
23	24	25 Job Search Bootcamp/ Interview	26 50+ Job Club	27 LinkedIn Lounge	28	29
30	31	Resume				

**First Aid (Emergency) & CPR Level "C"** 9:00 am-4:00 pm  
**\$85.00 (1day)**

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 Educational 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** 9:30 am-1:00pm  
**\$70.00** or 12:30 pm-4:00 pm  
 Designed to provide front-line service professionals with the essential tools to increase their level of customer service.

**Accessible Service Excellence Certification** 9:30 am-1:00 pm  
**\$70.00** or 12:30 pm-4:00 pm  
 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**

# Certifications @ EPC July 2017

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						1
2	3 <b>CLOSED Holiday - Canada Day</b>	4	5	6	7	8
9	10	11	12  Smart Serve	13	14	15
16	17	18  First Aid (Emergency, Re-Cert, Standard)	19  First Aid (Emergency, Re-Cert, Standard) Day 2  WHMIS	20	21	22
23 <hr/> 30	24 <hr/> 31  Working at Heights Training	25	26  Service Excellence	27	28	29

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