

### **JOB SEARCH WORKSHOP**

**9:30 am-12:00 pm**

Learn to land your ideal job! Get tools to find work in your field and succeed on the job. Learn about hidden jobs, networking, cold calling, applications, and references.

### **RESUME WORKSHOP**

**2:00 pm-4:00 pm**

Learn which resume type is best for you. Meet with an employment counsellor in our resource center afterwards about your specific resume.

### **INTERVIEW WORKSHOP**

**1:30 pm-3:30 pm**

An interactive workshop where we discuss different types of interviews, how to answer difficult questions and build confidence to help you have a successful interview!

### **LINKEDIN WORKSHOP**

**9:30 am-12 pm**

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

### **DIGITAL FOOTPRINT**

**9:30 am-12:00 pm**

Create an online image to help put your best foot forward. Learn tips to maintain personal privacy, clean up an undesirable online image, and how to promote yourself professionally.

### **WIN AT WORK**

**2:00 pm-4:00 pm**

Something holding you back at work? Learn how to set goals, make lasting change and keep moving forward at work. Leave with a personalized plan of clear steps and tools to deal with setbacks so you can stay on track.

### **50+ JOB CLUB**

**Every Wednesday 9:30 am-12:00 pm**

A job search support group for mature workers in transition or seeking new career options. Get tools, tips, resources, techniques and networking opportunities to help maximize job search.


### **ON THE JOB CLUB**

**Every Thursday 4:30 pm-6:00 pm**

Got a job and want to make sure you keep it? Drop-in Thursday evenings to get tips and tools to deal with conflict at work, set goals and make positive change!

## **Free Workshops @ EPC March 2019**

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

Mon	Tue	Wed	Thu	Fri
				<b>1</b>
<b>4</b> LinkedIn	<b>5</b> Job Search Interview	<b>6</b> 50+ Job Club YJC Summer Info	<b>7</b> On the Job Club	<b>8</b>
<b>11</b> Digital Footprint	<b>12</b> Resume	<b>13</b> 50+ Job Club	<b>14</b> On the Job Club	<b>15</b>
<b>18</b>	<b>19</b> Interview	<b>20</b> 50+ Job Club	<b>21</b> YJC Info On the Job Club	<b>22</b>
<b>25</b> Win at Work	<b>26</b>	<b>27</b> 50+ Job Club	<b>28</b> On the Job Club	<b>29</b>

**FIRST AID (Emergency) & CPR LEVEL "C", \$85.00, OR 9:00am-4:00 pm**

**FIRST AID (Standard) & CPR LEVEL "C" \$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 6:00pm-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 9:30am-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 9:30am-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 2015 CERTIFICATION 9:30am-2:30 pm**

**\$75.00**

This program was developed by Workplace Safety and Prevention Services to help workers avoid injury and illness associated with handling hazardous materials. A certificate and wallet card will be issued upon successful completion.

## Certifications @ EPC March 2019

Call 705.748.9110 to register for any of these workshops or

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				<b>1</b>
<b>4</b>	<b>5</b>	<b>6</b> Smart Serve	<b>7</b>	<b>8</b>
<b>11</b>	<b>12</b> GED Pre-Test	<b>13</b> Service Excellence	<b>14</b> GED Pre-Test	<b>15</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>25</b>	<b>26</b> WHMIS	<b>27</b> First Aid (Emerg. Re-Cert, Stand.) Day 1	<b>28</b> Standard First Aid Day 2	<b>29</b>