

**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****1:00 pm-3:30 pm or 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.

**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****1:00 pm-3:30 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 or 1:00 pm-3:30 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.

# Free @ EPC October 2016

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	4 50+ Job Club	5 LinkedIn Lounge	6	7
8	9 <b>Holiday: Thanksgiving</b>	10	11 50+ Job Club	12	13	14
15	16 Work From Home	17 Job Search Interview	18 50+ Job Club	19 LinkedIn Lounge	20	21
22	23 Win at Work	24 LinkedIn	25 50+ Job Club	26	27	28
29	30	31 Job Search Bootcamp / Interview Resume				

# Certifications @ EPC October 2016

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**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 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  
or 12:30 pm-4:00 pm  
\$70.00

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  
or 12:30 pm-4:00 pm  
\$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.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9 <b>Holiday: Thanksgiving</b>	10	11 Smart Serve	12	13	14
15	16	17	18 WHMIS	19	20	21
22	23	24 GED Pre-test Day 1	25 First Aid (Emerg., Re -Cert, Standard)  Service Excellence	26 First Aid (Emerg., Re -Cert, Standard) Day 2  GED Pre-test Day 2	27	28
29	30	31				

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