

FREE Workshops @ EPC September 2019

Online at epcjobs.ca, Call 705.748.9110 or
Visit us at 418 Sheridan Street today!

JOB SEARCH BASICS

9:30 am-Noon

Get the job you want! Learn how to find work in your field and succeed on the job. Learn about hidden jobs, networking, cold calling, online applications, and references.

RESUME

2:00 pm-4:00 pm

Learn which resume type is best for you. Use our resource center afterward to work on and get ideas about your specific resume.

INTERVIEW

1:30 pm-3:30 pm

Learn about different types of interviews, prepare how to answer hard questions and help you get the job!

LINKEDIN ONLINE

9:30 am-Noon

LinkedIn is a social media site that helps you highlight your qualifications and keep in touch with your network. Learn how to complete your profile and how to find jobs. Come with your LinkedIn account set up before the workshop.

WHAT EMPLOYERS FIND WHEN THEY GOOGLE YOU? 9:30am-Noon

Learn tips for personal privacy online, clean up an undesirable online image, and how to promote yourself for your job search.

50+ JOB CLUB

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

Are you an older worker looking for help with your job search? This coffee club offers weekly job search topics and support from other mature workers.


WIN AT WORK

Workshop Every Thursday 9:30 am-12:30 pm

Drop-In Every Thursday 4:30pm-6pm

Got a job and want to make sure you keep it? Something holding you back at work? Learn how to set goals, make change and keep moving forward at work. Make a plan with clear steps to help you stay on track.

Workshop Thursday morning, informal drop-in Thursday evenings. Come for what you need.

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FIRST AID (Emergency) & CPR LEVEL "C", \$85.00, 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 September 2019

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Mon	Tue	Wed	Thu	Fri
2 CLOSED Labour Day	3	4 Smart Serve	5	6
9	10	11	12	13
16	17 GED Pre-Test	18 First Aid (Emerg, Re-Cert, Stand.) Day 1	19 Standard First Aid Day 2 GED Pre-Test	20
23	24	25 WHMIS	26	27
30				

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