

## Free Workshops @ EPC December 2018

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

### 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 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

1:30pm-3:30 pm

Join us for this fun and interactive workshop. 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

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.

### 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

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 (Win at Work)

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.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3 	4 Job Search Interview	5 50+ Job Club YJC Info	6 On the Job Club	7 	1/8
9	10	11	12 50+ Job Club	13 On the Job Club LinkedIn Lounge	14	15
16	17 Digital Foot Print Win at Work	18	19 50+ Job Club	20 On the Job Club	21	22
23	24 <b>Closed at Noon</b>	25 <b>Closed</b> 	26 <b>Closed</b>	27 <b>Closed at Noon</b>	28 <b>Closed at Noon</b>	29
30	31 <b>Closed at Noon</b>					

**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 2015 CERTIFICATION** 9:30 am-2:30 pm  
\$75.00

This program was developed by the Industrial Accident Prevention Association (IAPA) to help workers avoid illness & injury associated with hazardous materials. Upon successful completion, you will be issued an IAPA WHMIS certificate.

## Certifications @ EPC December 2018

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

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