



March 2010 Workshop Calendar

North Kamloops
Work Search Centre
353 Tranquille Rd
(250) 376-3111

South Kamloops
Work Search Centre
623 Victoria St
(250) 372-3803

Mon	Tue	Wed	Thu	Fri
1	2 <i>Resume Essentials— (S)1-3</i>	3 <i>Interview Skills - (S) (9-12)</i> <i>Cover letters— (N) 9-12</i>	4	5
8	9 <i>Resume Essentials (N) 10—12</i> <i>Informational Interviews (S) 1-4</i>	10 <i>Interview Skills (N) (9-12)</i> <i>Strategies for Finding Work— (S) 1- 4</i>	11 <i>Informational Interview Skills— (N) 1-4</i>	12
15	16 <i>Resume Essentials—(S) (1-3)</i> <i>Work-a-tude—(N) 1-4</i>	17 <i>Interview Skills - (S) (9-12)</i> <i>Cover letters (N) 9-12</i>	18 <i>Strategies for Finding Work— (N) 1-4</i> <i>Canadian Forces (S) 11-4</i>	19
22 <i>North—Job Find Club 9-3</i>	23 <i>North—Job Find Club 9-3</i>	24 <i>North—Job Find Club 9-noon</i>	25 <i>North—Job Find Club 9-3</i>	26 <i>North—Job Find Club 11-3</i>
29 <i>Self-employment workshop</i>	30 <i>Informational Interviews (S) 1-4</i> <i>Resume Essentials (N) 10—12</i>	31 <i>Interview Skills (N) (9-12)</i> <i>Work –a –tude (S) 1-4</i>		
<i>Ask your Employment Advisor Or Job Coach about the Job Find Club!!</i>				

Workshop Descriptions

Workatude from Stress to Success:

Welcome to a fun and uplifting workshop that will leave you feeling refreshed and ready to take on some of the challenges of daily life. This workshop has been developed out of a need expressed by our clients who were feeling the stress of the job loss cycle and issues surrounding loss of confidence/self-worth/self-esteem etc... All you need to do is come with an open mind and a willingness to look at other ways of viewing your situation!

Resume Essentials:

This workshop will cover how to prepare a professional resume that reflects your skills, knowledge and education that are relevant to the job you are seeking. Participants will come away from the workshop with a solid foundation for which to develop their resume.

Interview Skills:

This workshop is designed to give participants the tools to prepare for their next employment interview. We will cover everything from how to prepare in advance, how to answer questions during the interview, to what to do after.

Strategies for Finding Work:

Are you getting the results you want from your job search? If not, this workshop is for you! We will discuss the importance of knowing what you want to do and utilizing a number of job search techniques to land that next job. The workshop will focus on the difference between an active versus a passive job search, how employers prefer to hire, networking, information interviews, telephone strategies and the importance of keeping track of the jobs you have applied for.

Information Interviews Workshop:

Not sure what an Information Interview is? Need to do Information Interviews for a funding package? Come and find out what it is; why it is a great information gathering activity, and step-by-step how to do an Information Interview! Information Interviews can help you gather information to focus your job search, identify transferrable skills, make some career decisions, and set career direction. There will be plenty of time to work on your own interview questions and telephone script. This is an active workshop that will provide you with all the information and tools necessary to prepare you to conduct successful Information Interviews.

Self-Employment Exploration

It's not always about 'jobs' ...have you ever considered working on contract or starting your own business? This information session will provide you with the basics about self-employment to help you decide if this might be the way for you to go! Find out the differences between employment and self-employment, which occupations/industries offer strong opportunities for self-employment, and why you may be selling yourself short if you are focusing all of your efforts on finding a traditional "job".