

Monday	Tuesday	Wednesday	Thursday	Friday
				
4 	5 Career Decision Making <i>Part 1</i> 9:30 – 3:30	6 Resume Clinic 9:30AM-11:30am ----- Youth Job LINK Youth Job Search Prep 4:00 – 6:00	7 Career Decision Making <i>Part 2</i> 9:30 – 3:30	8  1:00PM
11	12 Do What You Are <i>(Part 1)</i> 9:30 – 12:00 ----- Do What You Are <i>(Part 2)</i> 1:00 – 3:30	13 Resume Clinic 9:30AM-11:30am ----- Youth Job LINK Youth Job Search Prep 4:00 – 6:00	14  Labour Market <i>(Part 1)</i> 9:30 – 12:00 ----- Labour Market <i>(Part 2)</i> 1:00 – 3:30	15  10:30-11:30
18 	19 Resume Preparation 9:30 – 12:00 ----- Cover Letter Preparation 1:00 – 3:30	20 Interview Clinic 9:30AM-11:30am ----- Youth Job LINK Youth Job Search Prep 4:00 – 6:00	21 Hidden Job Market 9:30– 12:00 ----- Hidden Job Market LinkedIn 1:00 – 3:30	22
25	26 Interviewing <i>(Part 1)</i> 9:30 – 12:00 ----- Interviewing <i>(Part 2)</i> 1:00 – 3:30	27  Smart Serve Course 9:30am – 3:00pm \$30	28 Resume Formatting (Word) 9:30 – 12:00 ----- Letter Formatting (Word), Emailing & Attachments 1:00 – 3:30	29 



**To register for these free workshops contact:**  
**Career Solutions Corporation**  
**1367 Mosley Street, Wasaga Beach, ON, (705) 429-5543**  
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## Are you considering re-training, self-employment or not sure what type of work you are interested in?

### *2 – Day Career Decision Making*

- ✓ Designed for clients who are exploring career options and possibly considering re-training
- ✓ Several assessment tools are used to assist you in determining the best fit for your needs

### *Do What You Are – Part 1 & Part 2 (\*We advise that you should take Career Decision Making prior)*

- ✓ Understand your strengths and what makes you unique
- ✓ Learn about your “TYPE” and what occupations and fields are the best fit for you
- ✓ Explore assertive communication in job search and interviewing that impact your chances for being hired

### *Labour Market – Part 1 & 2*

- ✓ Find the information you need to make decisions that will affect your job search, career exploration and help to complete training plans
- ✓ Use resources such as the internet, published articles, newspapers and reports to do your research

## Are you job searching and know the type of work you want?

### *Resume Writing*

- ✓ Resume styles to best demonstrate your skills to create your professionally targeted resume to get you the interview

### *Cover Letters that Work*

- ✓ Use words that serve as your voice and communicate your style
- ✓ Learn techniques for writing concise, effective letters that entice employers to call you for an interview

### *Discover the Hidden Job Market*

- ✓ Receive the inside scoop on job openings
- ✓ Get the information about occupations from credible sources by performing **Information Interviews** and using **Social Media** to assist you with your job search efforts
- ✓ Become effective at networking by creating your own style to suit your personality

### *Interviewing for Success – 2 Days*

- ✓ Learn about the different types of interviews and preparation strategies
- ✓ Discover techniques employers use to find out more about you and how to read and use your body language to your advantage!
- ✓ Respond effectively to standard and behavioural interviewing questions

### *Job Link Career Prep*

- ✓ For young adults between the ages 15-29, explores careers, labour market, personal, and life & work decision making skills.
- ✓ Career Exploration
- ✓ Job Search
- ✓ Understanding Today's Work Force

### *Resume Clinic/Interview Clinic*

- ✓ Get assistance with your resume/cover letter
- ✓ Ask questions for preparing for an interview