








Monday	Tuesday	Wednesday	Thursday	Friday
			1 Career Planning <i>Career Decision Making Part 2</i> 9:30 – 3:30	2
5	6 Career Planning <i>Do What You Are</i> 9:30 – 12:00 <i>Do What You Are</i> 1:00 – 3:30	7 Youth Job LINK <i>Youth Job Search Prep</i> 4:00 – 6:00	8 Career Planning <i>Labour Market</i> 9:30 – 12:00 <i>Labour Market</i> 1:00 – 3:30	9  John Di Poce South Georgian Bay Campus Simcoe County District School Board Adult and Continuing Education 1:00PM
12  1:00 PM	13 Job Search Strategies <i>Resume Preparation</i> 9:30 – 12:00 <i>Cover Letter Preparation</i> 1:00 – 3:30	14 	15 Job Search Strategies <i>Hidden Job Market</i> 9:30– 12:00 <i>Hidden Job Market LinkedIn</i> 1:00 – 3:30	16  10:30-11:30
19  Office Closed	20 Job Search Strategies <i>Interviewing</i> 9:30 – 12:00 <i>Interviewing</i> 1:00 – 3:30	21 Youth Job LINK <i>Youth Job Search Prep</i> 4:00 – 6:00	22 Computer Skills <i>Resume Formatting (Word)</i> 9:30 – 12:00 <i>Letter Formatting (Word), Emailing & Attachments</i> 1:00 – 3:30	23
26 	27 Career Planning <i>Career Decision Making Part 1</i> 9:30 – 3:30	28		



To register for these free workshops contact:
Career Solutions Corporation
1367 Mosley Street, Wasaga Beach, ON, (705) 429-5543
info@careersolutions.ca www.careersolutions.ca



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