







Monday	Tuesday	Wednesday	Thursday	Friday
	1 <i>Do What You Are (Part 1)</i> 9:30 – 12:00 ----- <i>Do What You Are (Part 2)</i> 1:00 – 3:30	2 <b>Youth Job Search Prep</b> 4:00 – 6:00	3 <i>Labour Market (Part 1)</i> 9:30 – 12:00 ----- <i>Labour Market (Part 2)</i> 1:00 – 3:30	4  <b>Smart Serve Course</b> 9:30am – 3:00pm \$30
	7	8 <b>Resume Preparation</b> 9:30 – 12:00 ----- <b>Cover Letter Preparation</b> 1:00 – 3:30	9 <b>Youth Job Search Prep</b> 4:00 – 6:00	10 <b>Hidden Job Market</b> 9:30– 12:00 ----- <b>Hidden Job Market LinkedIn</b> 1:00 – 3:30
14 <b>Resume Formatting (Word)</b> 9:30 – 12:00 ----- <b>Letter Formatting (Word),            Emailing &amp; Attachments</b> 1:00 – 3:30	15 <b>Interviewing (Part 1)</b> 9:30 – 12:00 ----- <b>Interviewing (Part 2)</b> 1:00 – 3:30	16 <b>Youth Job Search Prep</b> 4:00 – 6:00	17  <b>Social Insurance Number            Clinic</b> 1:00 – 3:00	18  <b>10:30-11:30</b>
21	22 <b>Career Decision Making            Part 1</b> 9:30 – 3:30	23 <b>Youth Job Search Prep</b> 4:00 – 6:00	24 <b>Career Decision Making            Part 2</b> 9:30 – 3:30	25  <b>1:00 PM</b>
28 	29 <i>Do What You Are (Part 1)</i> 9:30 – 12:00 ----- <i>Do What You Are (Part 2)</i> 1:00 – 3:30	30  <b>JOB FAIR</b> 3-6 pm	31 <i>Labour Market (Part 1)</i> 9:30 – 12:00 ----- <i>Labour Market (Part 2)</i> 1:00 – 3:30	



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

### NEW

- Social Insurance Number Clinic**
  - ✓ To apply, to request a confirmation, or to amend your social insurance number, please make an appointment to visit Career Solutions to meet with a Service Canada Representative