

March 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2 Considering College 10:00 - 11:00	3 Targeting your Cover Letter & Resume 9:30 - 11:30	4 Mindful Approach to Stress Management 1:00 - 3:00	5
8	9	10 Proactive Job Search Strategies 9:30 - 11:30	11 LinkedIn and the Importance of Digital Literacy for your Job Search 10:00 - 12:00 Mindful Approach to Stress Management 1:00 - 3:00	12
15	16 Second Career Information Session 10:00 - 12:00	17 Interviews to Impress 9:30 - 12:00	18 Mindful Approach to Stress Management 1:00 - 3:00	19
22	23 Money Management and Budgeting 10:00 - 12:00	24 Virtual Interview Tactics: How to use Zoom and Microsoft Teams like a Pro 10:00 - 11:00	25 Mindful Approach to Stress Management 1:00 - 3:00	26
29	30	31		

If you would like to attend, please call 905-825-6000 ext. 2777 or email employmentservices@halton.ca or contact your Employment Specialist or click on the link in description to register.

You will need Zoom to attend the following workshops. If you would like to know more about Zoom please click [here](#). Phone in option also available.

EMPLOYMENT HALTON

Workshop	Description	Date
Mindful Approach to Stress Management	This virtual workshop would benefit anyone struggling with loneliness, isolation, motivation and having trouble coping with stress at work or at home. It has been developed on the principles of Mindfulness and Cognitive Behavioural Therapy and focuses on identifying, understanding and changing thinking and behaviour patterns that help change the way you feel. Click here to register.	March 4, 11, 18 & 25 1:00 - 3:00pm
Considering College	This virtual workshop will review college level training as an option and what you need to get there. Learn what options are available to help pay for college and explore resources. Click here to register.	March 9 10:00 - 11:00am
Targeting your Cover Letter and Resume	This virtual workshop will teach you how to target your cover letter and resume to specific jobs in a step-by-step job application process. Click here to register.	March 3 9:30 - 11:30am
Proactive Job Search Strategies	This virtual workshop will teach you about job search strategies including the hidden job market, social media, email and online job applications, networking, cold calling and informational interviews. Click here to register.	March 10 9:30 - 11:30am
LinkedIn and the Importance of Digital Literacy for your Job Search	This virtual workshop will help you understand the basics about today's digital landscape and how LinkedIn and other social media platforms play an important role as personal brand marketing and job search tools. We will discuss the significance of a person's online presence in a globalized digital economy; highlight best practices for representing yourself on LinkedIn and in Zoom interviews, and take note of the soft skills and lifelong learning approaches one can employ to continuously grow as a professional in the information age. Click here to register.	March 11 10:00am - 12:00pm
Second Career	This virtual seminar will provide you with information on the Second Career program. Have you been recently laid-off are currently unemployed and are thinking of a training or skills development program to find a job in an in-demand industry? If so this workshop may be for you! Click here to register	March 16 10:00am - 12:00pm
Interviews to Impress	First impressions count! This virtual workshop will teach you how to practice the skills needed to make a lasting impression at your next interview and how to answer challenging questions. Click here to register.	March 17 9:30am - 12:00pm
Money Management and Budgeting	This virtual seminar, hosted via Zoom, will teach you about money management and budgeting with a focus on personal finances, spending plans, dealing with debt issued and your credit history. He will also focus on some financial challenges surrounding COVID-19 including crisis budgeting and the future of deferred/skipped payments effecting your credit history. Click here to register.	March 23 10:00am - 12:00pm
Virtual Interview Tactics: How to use Zoom and Microsoft Teams like a Pro	Virtual interviews conducted over Zoom and Microsoft Teams are common today, making your comfort and confidence using these professional communication tools important. Join us for a workshop designed to help participants master the basics of using Zoom and Microsoft Teams from their own device, whether it be a computer, tablet, or smartphone. Hosted via a Zoom, our mission is to guide participants towards knowing how to control these applications, how to set up personal devices for the best video call experience, and what to do to look and sound professional while on-screen. Click here to register.	March 24 10:00 - 11:00am

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If you would like to participate in any of these workshops but are restricted by your access to technology or a disability that impacts your ability to participate, please phone Sabrina Essner at: 905 825-6000 x. 2754 or email at: sabrina.essner@halton.ca for other possible accommodations.