

November 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4 Targeting your Cover Letter & Resume 9:30 - 11:30	5	6
9	10 Considering College 10:00 - 11:00	11 Proactive Job Search Strategies 9:30 - 11:30	12	13
16	17 Second Career Information Session 10:00 - 12:00	18 Interviews to Impress 9:30 - 12:00	19	20
23 Oakville Public Library 10:00 - 11:00	24	25 Apprenticeship 101 10:00 - 11:00	26 Digital Literacy and your Job Search 10:00 - 12:00	27
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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
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.	November 4 9:30 - 11:30am
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.	November 10 10:00 - 11:00am
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.	November 11 9:30 - 11:30am
Second Career Information Session	This virtual workshop 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.	November 17 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.	November 18 9:30am - 12:00pm
Oakville Public Library Information Session	This virtual workshop will show you the tools and resources that the library can provide to assist you with your job search as well as other programs you may find useful and interesting. Click here to register.	November 23 10:00 - 11:00am
Apprenticeship 101	This virtual workshop will provide a general outline of the skilled trades and the Ontario apprenticeship pathway. It will include information about all four skilled trade sectors and their designations, what an apprenticeship entails, and the steps to a successful apprenticeship and the challenges that go along with it. Along with this, you will have the opportunity to ask any questions you might have pertaining to the skilled trades pathway. Click here to register.	November 25 10:00 - 11:00am
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.	November 26 10:00am - 12:00pm

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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.