

December 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2 Targeting your Cover Letter & Resume 9:30 - 11:30	3 Mindful Approach to Stress Management 1:00 - 3:00	4
7	8 Considering College 10:00 - 11:00	9 Proactive Job Search Strategies 9:30 - 11:30	10 Mindful Approach to Stress Management 1:00 - 3:00	11
14	15 Digital Literacy and your Job Search 10:00 - 12:00	16 Interviews to Impress 9:30 - 12:00	17 Mindful Approach to Stress Management 1:00 - 3:00	18
21	22	23	24 HOLIDAY CLOSURE OFFICE CLOSED	25 HOLIDAY CLOSURE OFFICE CLOSED
28 HOLIDAY CLOSURE OFFICE CLOSED	29 HOLIDAY CLOSURE OFFICE CLOSED	30 HOLIDAY CLOSURE OFFICE CLOSED	31 HOLIDAY CLOSURE OFFICE CLOSED	January 1/2021 HOLIDAY CLOSURE OFFICE CLOSED

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
<i>Mindful Approach to Stress Management</i>	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.	Dec 3, 10 & 17 1:00 - 3:00pm
<i>Targeting your Cover Letter and Resume</i>	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.	December 2 9:30 - 11:30am
<i>Considering College</i>	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.	December 8 10:00 - 11:00am
<i>Proactive Job Search Strategies</i>	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.	December 9 9:30 - 11:30am
<i>Digital Literacy for your Job Search</i>	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.	December 15 10:00am - 12:00pm
<i>Interviews to Impress</i>	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.	December 16 9:30am - 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.