







# APRIL 2017

## Brentwood Employment Service Centre Workshops & Events

\*\*\*PLEASE ARRIVE 5 – 10 MINUTES BEFORE WORKSHOP START\*\*\*

Monday	Tuesday	Wednesday	Thursday	Friday
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
PITCHMASTERS 10 – 11  INDUSTRY SPOTLIGHT 11- 12 (Apprenticeship in BC)  Career Directions 1-4	 Job Seekers Café* 10-1130  Job Search 1-4	Resume PT One 9-12  Resume PT Two 1-4	Interview Part One 9-12  OFFICE CLOSED 3:00	Interview Part Two 9-12  Networking 1-4
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
PITCHMASTERS 10 – 11  GETTING CONNECTED 11- 12 (VEES)  Personality Dimensions 1-430	 Job Seekers Café* 10-1130  Cover Letters 1-4	SKILLSCAN 9-12	Workplace Success 9 - 12  OFFICE CLOSED 3:00	Centre Closed  
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
Centre Closed  	 Job Seekers Café* 10-1130	Wage Subsidy Information 11-12	Proactive Communications 9-12  OFFICE CLOSED 3:00	Career Directions 9-12
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
PITCHMASTERS 10 – 11  INDUSTRY SPOTLIGHT 11- 12 (Employment in Construction)  Interview PT One 1-4	 Job Seekers Café* 10-1130  Interview PT Two 1-4	Resume PT One 9-12  Resume PT Two 1-4	Job Search 9-12  OFFICE CLOSED 3:00	Networking 9-12

March 20, 2017



The Employment Program of British Columbia is funded by the Government of Canada and the Province of British Columbia.



## JOB SEARCH WORKSHOPS (For Case Managed and Non Case Managed Clients)

### Job Search:

Increase job search effectiveness. Focus on key strategies to help you get that job as soon as possible. Use "SMART" goals to help you succeed.

### Networking:

Expand your contacts to find more opportunities and more contacts. Develop scripts that you can use when building your network. Discover new ways to connect with people and resources.

### Resumes: (Part 1 & 2)

**Part 1:** Market yourself to employers with the best resume possible. Explore styles of resumes, content, layout and format. Use "Action" words to grab an employer's attention.

**Part 2:** Build on what you learned in Resume Part 1. Customize your resume to reflect the job you are applying for. Incorporate "key words" and "accomplishments" (Pre-Requirement: Part 1).

### Interviews: (Part 1 & 2)

**Part 1:** How to answer questions such as: "tell me about yourself", and "what are your strengths or weaknesses?" Learn how to describe your past successes to "sell" you to an employer.

**Part 2:** Practice your interview skills with a full practice interview. Receive feedback & coaching (Pre-requirement: Part 1).

### Cover Letters:

Write an effective cover letter that will invite an employer to call you for an interview. Discuss references and portfolios.

## INFORMATION SESSIONS: (For Case Managed Clients)

### Wage Subsidy Info Session:

Learn more about wage subsidy and how to connect with employers.

### Skills Training Info Session:

How to research and prepare your application for government funded skills training.

## LABOUR MARKET INFORMATION (For Case Managed and Non Case Managed Clients)

### GETTING CONNECTED :

Discover services and supports available in Burnaby. Community leaders with expertise in housing, social services, daycare, employment standards, language programs, legal assistance and a whole host of other services will discuss how these services can assist you.

### INDUSTRY SPOTLIGHT:

Information about different industries in BC including:

- future outlook for that industry
- labour market data
- employment strategies
- sources for information
- job search advice for that industry

Hosted by Christian Saint Cyr, publisher of the *BC Labour Market Report*.

(Industries could include: Construction, Financial Services, Hospitality, Health Care, Technology, Education, Government, and more)

### PITCHMASTERS:

Practice your "elevator pitch" (introductions to employers) with Christian Saint Cyr and receive positive feedback, coaching and suggestions to improve.

**Brentwood Location**  
600 – 1901 Rosser Avenue  
Burnaby, BC  
(604) 451-4593

GT Hiring  Solutions

## WEEKLY NETWORKING (Case Managed Clients)

### Job Seeker's Café 😊

Keep motivated by sharing ideas, hot leads, and successes with other job seekers. Stay connected and receive support from others.

## PROFESSIONAL DEVELOPMENT (Case Managed Clients)

### Career Directions:

Understand how your values, interests, preferences and skills influence your career choices. Integrate labour market data into your next steps and explore ways to achieve a successful career change.

### Workplace Success:

Negotiate top salary and benefits. Understand Canadian workplace expectations, employment standards, and safety at work. Explore ways to manage difficult people.

### Proactive Communications:

Be pro-active in your communication style. Increase your listening skills to ensure effective problem solving and teamwork.

## ASSESSMENTS (Case Managed Clients)

### Personality Dimensions®:

Understand your Personality Preference and increase your awareness of your personal strengths and weaknesses as well as career choices that are a good "fit".

### SkillsScan

Assess the skills you are most competent at and clarify the skills you enjoy the most. Use this information in marketing your strengths in your resume, cover letters and interviews.