

# January 2019 Calendar Of Events

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY



1  
**Closed for  
New Year's**

2

3  
**Interview Preparation**  
9:00am - 12:00pm  
  
**\*\*Open only until  
4:30pm today**

4  
**Second Career  
Info Session**  
10:00am - 11:30am

7  
**Strategic Networking  
Job Seeker Meet-up**  
10:00am - 12:00pm

8  
**Career Discovery**  
9:00am - 12:30pm

9  
**Job Search  
Workshop  
(Networking Card)**  
9:30am - 11:30am

10  
**Youth Job Match &  
Resume Drop – In**  
3:00pm

11

14  
**Social Media Series  
~ Job Searching  
Using Social Media**  
10:00am - 12:00pm

15  
**Resume Clinic**  
9:00am - 12:00pm

16

17  
**Next Chapter  
Workshop**  
10:00am - 12:00pm  
  
**RCMP Constable  
Career Info Session**  
1:00pm - 3:00pm

18  
**Second Career  
Info Session**  
10:00am - 11:30am

21  
**LinkedIn Set Up**  
9:00am - 12:00pm

22  
**CLV Group Career  
Information Session**  
9:00am - 10:00am

23

24  
**Youth Job Match &  
Resume Drop – In**  
3:00pm

25

28

29

30  
**Smart Serve**  
9:30am - 1:00pm

31



415 Hazeldean Road  
Kanata, ON K2L 4C6  
Phone: 613-828-2123  
Fax: 613-828-2683  
Email: [info@cercottawa.ca](mailto:info@cercottawa.ca)  
  
[www.cercottawa.ca](http://www.cercottawa.ca)

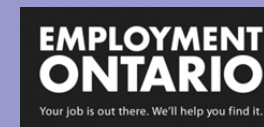
**\*\* Hours of Operation \*\***

Monday 8:30am - 4:30pm  
Tuesday 8:30am - 7:00pm  
Wednesday 8:30am - 4:30 pm  
Thursday 8:30am - 7:00pm  
Friday 8:00am - 4:00pm

To register for workshops or events please call our office or visit our website and create an account.



Job search assistance and WHMIS online training are available daily.



# Workshop Descriptions

## Regular Workshop Offerings



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<p><b>Career Discovery:</b> An interactive workshop that informally explores the areas of personality, skills, work values, interests, and lifestyle preferences. Suitable for anyone who is changing careers, returning to the workforce, or those simply wanting help to make realistic decisions regarding their next steps in the world of work.</p>	<p><b>Social Media:</b> Learn how to effectively use social media (Twitter, Face Book and LinkedIn) in your job search. Participants that have an active profile can stay for hands on techniques and become familiar with.</p>
<p><b>Job Search:</b> A workshop providing tips and tricks for an effective job search. This workshop is ideal for those who have a clear job goal, are job ready, and have the necessary skills and experience for their employment goal. Network card information.</p>	<p><b>Resume Clinic:</b> Participants will work alongside a member of our staff to tweak and target their resumes. <b>Please bring a job posting of interest and your resume on a USB key.</b> Participants must have strong Microsoft Word skills and a realistic job goal.</p>
<p><b>Interview Preparation:</b> Participants will gain knowledge related to proper etiquette for “pre”, “during”, and “post” interview as well as gain insight on the intent behind common interview questions. Suitable for people with a clear employment goal.</p>	<p><b>LinkedIn Setup:</b> Know what LinkedIn is? Interested in learning more? In an informal session, participants will learn the basics of LinkedIn and will have the free opportunity to have an appropriate picture taken. Please dress appropriate. This workshop also includes a hands on session</p>
<p><b>Social Media Networking Hour:</b> A networking hour over coffee where participants will learn different techniques for social media, events, job fairs, and groups. Suitable for participants with a clear employment goal who are actively seeking work.</p>	<p><b>Second Career Information Session:</b> Have you been laid-off and are interested in retraining? This information session will provide you with details of the program, application requirements, and the application process. You must call to verify your eligibility for the Second Career Program, prior to registering.</p>
<p><b>Next Chapter Workshop:</b> A workshop designed to help older workers return to the workforce. Some topics will include: reasons older workers continue to work, different generations within the workforce and effective job search strategies.</p>	
<p><b>Youth Drop-ins:</b> Come by our office during drop-in hours to learn about best practices for the job search or to receive feedback on how to create the perfect resume to help you land your dream job!</p>	<p><b>Youth Job Search:</b> This youth-focused workshop helps participants become familiar with job searching, resume building, and interview preparation. This workshop is ideal for youth who are looking to enter the workforce for the first time or for youth who need to brush up on their job search skills.</p>

Detailed descriptions of our regular workshop offerings can be found on our website.