

Abbotsford Workshop Schedule - February 2012

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Computer Orientation I 9:15am-Noon	2 Computer Orientation II 9:15am-Noon	3 Computer Orientation III 9:15am-Noon
6 	7 Ready2Go Resumés 9:15am-4:00pm	8 The Cover Letter Connection 9:15am-Noon	9 	10 Impressive Interviews 9:15am-Noon
13 	14 Ready2Go Resumés 9:15am-4:00pm	15 Myers-Briggs Type Indicator® 9:15am-Noon <i>Must complete on-line assessment prior to workshop</i>	16 Strong Interest Inventory® 9:15am-Noon <i>Must complete on-line assessment prior to workshop</i>	17 Self Assessment 9:15am-Noon
20 	21 Ready2Go Resumés 9:15am-4:00pm	22 The Cover Letter Connection 9:15am-Noon	23 Creative Job Search Methods 9:15am-Noon	24 Impressive Interviews 9:15am-Noon
27 	28 Ready2Go Resumés 9:15am-4:00pm	29 Email Essentials 9:15am-Noon		

Workshops at



CAREER ASSISTANCE AND
RESOURCES FOR EMPLOYMENT

Workshops at CARE teach the most up-to-date skills and information you need to find work in today's job market. Our experienced facilitators make sure every workshop is informative and interesting. Clients can choose which sessions will best help them reach their employment goals. Both the in-person and online workshops are available at no cost to all registered CARE clients.

Job Search Solutions

Ready2Go Resumés

Begin writing a marketable resumé. Learn the basics of resume writing and choose the best resumé format for your needs. Develop powerful accomplishment statements, catch attention, and target the job you want. *By the end of this workshop you will have a resumé that is complete and ready to go to work for you.*

Creative Job Search Methods

Uncover the most effective job search methods! Explore practical and powerful ways to access unadvertised positions in any industry.

The Cover Letter Connection

Learn how to write compelling cover letters that get employers reading your resumé and inviting you to an interview.

Impressive Interviews

Ace that interview by mastering the non-verbal signals employers look for before they ever ask a question. Learn how to prepare for and answer those tough interview questions

Impressive Interviews - Part II

Develop and refine answers to all the challenging questions you will be asked in today's job interview. In this interactive workshop you will also have the opportunity to practice and receive constructive feedback on how to ace any interview question.

Pre-requisite: Impressive Interviews

Online Solutions

Computer Orientation I

If you know nothing about computers, this is the workshop for you. Basic and slow paced you will learn how to turn a computer on, how to use a mouse, build a basic "filing system" and open programs.

Computer Orientation II

Learn the basics of MS Word 2007 by formatting a sample resumé. Leave with the basic skills to format your own resumé and cover letters!

Pre-requisite: Computer Orientation I

Computer Orientation III

Building on the basics, this workshop will further build your confidence in MS Word 2007 by teaching you how to make a resumé and cover letter really stand out.

Pre-requisite: Computer Orientation II

Online Job Search

Review the best online job sites and learn to research employers, email resumés, register for job alerts, and

Check out these workshops available online:

- ⇒ **Compelling Cover Letters**
- ⇒ **Remarkable Resumés**
- ⇒ **Surefire Job Search**
- ⇒ **Target Your Market**
- ⇒ **Web-Based Work Search**

Register at CARE Abbotsford to get your user name and password.
www.careonline.ca

Career Solutions

Navigating Job Loss

Learn how joblessness affects your emotions as well as ways to manage during unemployed periods. Recognize the advantages & disadvantages of unemployment and how to capitalize on opportunities.

Myers-Briggs Type Indicator®

The world's most researched and respected personality profiler. Cross reference occupations that match your unique personality. You will receive a full and comprehensive report unique to your personality.

Assessment must be completed prior to the workshop

Strong Interest Inventory®

A powerful and dependable measure of individual interests. Receive a full and comprehensive report of occupations that match your workplace interests.

Assessment must be completed prior to the workshop

Self-Assessment

Identify your values, personal qualities, and transferable skills that will assist you in developing short and longer term career options.

**Space fills up fast!
Register early to be
guaranteed your seat.**

**Ask any CARE staff for help
selecting the workshops best
suited to your needs.**



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