



## SAANICH WORKSHOP SCHEDULE SEPTEMBER 2010

|                      | Monday  | Tuesday  | Wednesday   | Thursday  | Friday  |
|----------------------|---|--|---|---|---|
|                      |   |  | 1   | 2   | 3   |
|                      | <p><b>Call CARE at 250-658-4222 for more information.</b></p> <p><b>Visit our online services at <a href="http://careonline.ca">careonline.ca</a></b></p> |  | <p><u>1:30 - 2:30</u><br/>Training Support Program (TSP) Information Session</p>  | <p><u>1:00 - 3:00</u><br/>Computer Workshop MS Word Essentials</p>  |   |
|                      | 6   | 7  | 8   | 9   | 10  |
|                      | <p><b>Labour Day</b><br/><b>Office closed</b></p>   | <p><u>9:15 - 10:30</u><br/>Career Cruising Introduction to the online career guidance resource</p> | <p><u>1:30 - 2:30</u><br/>Training Support Program (TSP) Information Session</p>  | <p><u>1:00 - 3:00</u><br/>Computer: Internet &amp; Email Essentials</p>   |   |
| Destination Job Week | 13  | 14   | 15  | 16  | 17  |
|                      | <p><u>9:15 - 10:30</u><br/>Setting the Compass Understanding Job Loss</p> <p><u>11:00 - 12:15</u><br/>Self Assessment Part 1 of 3</p>                     | <p><u>9:15 - 12:00</u><br/>Resume Reaction Part 2 of 3</p>   | <p><u>9:15 - 12:00</u><br/>Ready 2Go Resumes Part 3 of 3</p> <p><u>1:30 - 2:30</u><br/>Training Support Program (TSP) Information Session</p>       | <p><u>9:15 - 10:30</u><br/>The Cover Letter Connection</p> <p><u>11:00 - 12:15</u><br/>Accessing the Hidden Job Market</p> <p><u>1:00 - 3:00</u><br/>Computer Workshop MS Word Essentials</p> | <p><u>9:15 - 10:30</u><br/>Impressive Interviews</p> <p><u>11:00 - 12:15</u><br/>Destination Job Goals and Next Steps</p> |
|                      | 20  | 21   | 22  | 23  | 24  |
|                      | <p><u>9:15 - 10:30</u><br/>Career Cruising Introduction to the online career guidance resource</p>  |  | <p><u>9:15 - 11:00</u><br/>Myers-Briggs Type Indicator® Part 1</p> <p><u>1:30 - 2:30</u><br/>Training Support Program (TSP) Information Session</p> | <p><u>1:00 - 3:00</u><br/>Computer: Internet &amp; Email Essentials</p>   | <p><u>9:15 - 12:30</u><br/>Myers-Briggs Type Indicator® Part 2</p>  |
| Destination Job Week | 27  | 28   | 29  | 30  | OCTOBER 1   |
|                      | <p><u>9:15 - 10:30</u><br/>Setting the Compass Understanding Job Loss</p> <p><u>11:00 - 12:15</u><br/>Self Assessment Part 1 of 3</p>                     | <p><u>9:15 - 12:00</u><br/>Resume Reaction Part 2 of 3</p>   | <p><u>9:15 - 12:00</u><br/>Ready 2Go Resumes Part 3 of 3</p> <p><u>1:30 - 2:30</u><br/>Training Support Program (TSP) Information Session</p>       | <p><u>9:15 - 10:30</u><br/>The Cover Letter Connection</p> <p><u>11:00 - 12:15</u><br/>Accessing the Hidden Job Market</p> <p><u>1:00 - 3:00</u><br/>Computer Workshop MS Word Essentials</p> | <p><u>9:15 - 10:30</u><br/>Impressive Interviews</p> <p><u>11:00 - 12:15</u><br/>Destination Job Goals and Next Steps</p> |

# Workshops at CARE

## Destination Job Week

A series of one week workshops designed to assist you in your job search including the development of a resume and cover letter. *Workshops may be taken individually and/or repeated.*

Call CARE at 250-658-4222 for more information.

120- 4243 Glanford Ave.  
Victoria, BC V8Z 4B9

Visit our online services at  
[www.careonline.ca](http://www.careonline.ca)

### Setting the Compass (Understanding Job Loss)

Discover why you're feeling unmotivated, frustrated, and stuck. Learn about the job loss cycle and identify what stage you're in and how you can move forward.

### Self-Assessment

Identify important personal qualities, values and transferable skills that will assist you in developing a powerful resume.

### The Resume Reaction

Learn how to develop a powerful resume that will market your skills, knowledge and abilities to employers.

### Ready2Go Resumes

Develop your targeted resume with individualized help. Learn how your resume can get a favourable reaction from employers.

### The Cover Letter Connection

Learn how to write compelling cover letters that will get employers' attention and lead to an interview.

### Accessing the Hidden Job Market

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

### Impressive Interviews

Ace that interview. Learn the necessary skills employers look for before they ever ask a question. Prepare for and answer those tough interview questions with confidence.

## Other Workshops offered at CARE

### Myers Briggs Type Indicator® (MBTI)

What career is the best fit for you? Discover how the Myers-Briggs Type Indicator (MBTI) can help you decide. The MBTI is a personality assessment designed to assist a person in identifying their personality preferences.

### Career Cruising

Introduction to the online career guidance resource. Includes career assessment tools, a comprehensive post-secondary schools database, a career portfolio tool and much more.

### Computer Workshop: Internet & Email Essentials

Learn how to open Internet pages, access online resources, and use search engines to find employment. Also learn how to set up and access a personal email account.

### Computer Workshop: MS Word Essentials

Build your confidence in MS Word by formatting a sample résumé. Leave with the skills to write your own resumes and cover letters!

Check out these workshops available online



[www.careonline.ca](http://www.careonline.ca)

- ◆ Compelling Cover Letter
- ◆ Remarkable Résumés
- ◆ Surefire Job Search
- ◆ Target Your Market
- ◆ Web-Based Job Search

CARE is an Initiative of  
**ethos** CAREER MANAGEMENT GROUP