

**SIDNEY WORKSHOP SCHEDULE ~ FEBRUARY 2012 ~**

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
<p><b>Call CARE at 250-656-4330 for more information and to register. Visit our online services at careonline.ca.</b></p> 				
6	7	8	9	10
			<p><b>10:00am-11:00am Training Support Program (TSP) Information Session</b></p>	
13	14	15	16	17
	<p><b>10:30am-12:00pm Computer Workshop MS Word Orientation</b></p> 			
20	21	22	23	24
			<p><b>10:00am-11:00am Training Support Program (TSP) Information Session</b></p>	
27	28	29		
<p><b>9:15am-3:00pm Résumé Reaction &amp; The Cover Letter Connection</b></p> 	<p><b>9:15am-12:00pm Impressive Interviews</b></p> <p><b>10:30am-12:00pm Computer Workshop Internet &amp; Email Essentials</b></p> <p><b>1:00pm - 3:00pm Accessing the Hidden Job Market</b></p>			

# Workshops at CARE

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

### 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.

### Résumé Reaction and The Cover Letter Connection

#### Résumé Reaction

Learn how to develop a résumé that clearly markets your skills, knowledge and abilities to employers.

#### The Cover Letter Connection

Learn how to write a compelling cover letter that will get employers' attention and increase your chances of getting an interview.

## Career Solutions

### Career Cruising Plus (Self Assessment & Career Planning)

What's next for me? If you're not sure, come learn about the career planning process.

You will complete an inventory of interests, skills, and values using a series of online assessment tools. Create a list of occupations based on your choices, and training alternatives.

### Check out these workshops available online!!

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

- ⇒ Compelling Cover Letters
- ⇒ Remarkable Résumés
- ⇒ Sure-fire Job Search
- ⇒ Target Your Market
- ⇒ Web-Based Work Search

**Online!**

Register at CARE Sidney to get your user name and password.

## Online Solutions

### 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 your own personal email account so that you can send your résumé electronically.

### Computer Workshop: MS Word Orientation

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

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

**Phone 250-656-4330  
Sidney Office  
Talk to any CARE staff for  
help selecting the  
workshops best suited to  
your needs.**

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

**CARE Saanich**  
120-4243 Glanford Avenue  
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Phone: 250.658.4222  
Fax: 250.658.4230  
Hours: M-F 9:00am to 4:30pm

**CARE Sidney**  
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Phone: 250.656.4330  
Fax: 250.656.4332  
Hours: M-F 9:00am to 4:30pm



Funded in whole or part through the Canada-British Columbia Labour Market Development Agreement.