

**INFORMATION SESSIONS**

Session	Date	Time
TIOW (Age Advantage) Program	Wednesdays	1 - 3 pm
Second Career	Wednesdays	2 - 3 pm
Apprenticeships	Jan 17	11:00am - 12:30 pm




*Seating is limited. Please call 905-684-7200 ext. 1200 to register.*

**WORKSHOPS**

Workshop	Dates and Times	Description
<b>Resume Fundamentals</b>	<input type="checkbox"/> Jan 9 (1 - 4) <input type="checkbox"/> Jan 23 (1 - 4)	Learn the fundamentals of an effective resume. Materials provided. Bring in your resume for critiquing.
<b>Cover Letter Fundamentals</b>	<input type="checkbox"/> Jan 6 (9 - 11) <input type="checkbox"/> Jan 20 (9 - 11)	Learn the fundamentals of an effective cover letter. Materials provided. Bring in your cover letter for critiquing.
<b>Interview Fundamentals</b>	<input type="checkbox"/> Jan 16 (12:30 - 3:30) <input type="checkbox"/> Jan 30 (12:30 - 3:30)	Conduct an effective interview and demonstrate to employers what they are looking for.
<b>Interview Coaching Session</b>	<input type="checkbox"/> Jan 17 (1 - 4) <input type="checkbox"/> Jan 31 (1-4)	Practice interview questions to identify strengths and points to grow on.
<b>The Proactive Job Search</b>	<input type="checkbox"/> Jan 13 (9 - 12) <input type="checkbox"/> Jan 27 (9 - 12)	Learn the basic equation to a proactive job search. Use the tools, resources, and strategies and land the job sooner.
<b>Boost Your Confidence and Self Esteem</b>	<input type="checkbox"/> Jan 5 (1 - 4)	Identify, incorporate and reap the benefits in your job search by boosting your confidence and self-esteem.
<b>Quality Customer Service</b>	<input type="checkbox"/> Jan 20 (9 - 12)	Build relations, reputations, and business, for you and your growing company. Certificate of completion issued.
<b>Applying Online</b>	<input type="checkbox"/> Jan 13 (9 - 12)	Learn how to apply online whether posting a resume online or completing an online application. Basic computer skills required.
<b>Webmail &amp; Job Search</b>	<input type="checkbox"/> Jan 6 (9 - 12)	Learn how to send and receive emails as well as attach and download documents as part of your proactive job search. Basic computer skills required.
<b>Career Research Online</b>	<input type="checkbox"/> Jan 27 (9 - 12)	Access websites to conduct a thorough career and educational research as well as job search. Basic computer skills required.

*Seating is limited. Please call 905-684-7200 ext. 1200 to register.*


## CERTIFICATION TRAINING

	<p><b>WHMIS</b> FREE</p>	<p><input type="checkbox"/> Jan 12 (9 – 12) Wallet Card Certificate issued upon successful completion.</p>
	<p><b>Food Safety</b> *\$40</p>	<p>Individuals <b>MUST</b> register <b>BEFORE December 30<sup>th</sup></b>. Pre-course study notes will be available for pick up on January 2<sup>nd</sup>. Limit: 15 persons <input type="checkbox"/> Course: Jan 4, 11, and 18 (3 days) (9 – 12) Test: Jan 27 (12 – 2) Wallet Card Certificate issued upon successful completion.</p>
	<p><b>Smart Serve</b> *\$25</p>	<p><input type="checkbox"/> Jan 19 (12 – 4) Wallet Card Certificate issued upon successful completion.</p>


\*Payment is made via cheque or money order payable to **BEC**. Cash payment is not accepted.

*Seating is limited. Please call 905-684-7200 ext. 1200 to register.*

## ADDITIONAL CERTIFICATION TRAINING

	<p><b>Standard First Aid and CPR</b> *\$140</p>	<p><input type="checkbox"/> Jan 4 &amp; 5 (9 to 6) <input type="checkbox"/> Jan 7 &amp; 8 (9 to 6) <input type="checkbox"/> Jan 14 &amp; 15 (9 to 6) <input type="checkbox"/> Jan 17 &amp; 18 (9 to 6) <input type="checkbox"/> Jan 26 &amp; 27 (9 to 6) <input type="checkbox"/> Jan 28 &amp; 29 (9 to 6) Training will take place at Red Cross at 211 Church Street. To register, call 1-888-835-3073. Certificate issued at end of training.</p>
---	---	---

## ONLINE COURSES

	<p>*\$25</p>	<p>e-Learning courses that includes computer training and professional development. Work at your own pace in the comfort of your own home or reserve one of our computers here in the Resource Centre. Please see staff at the reception desk for details and pick up a package today.</p>
---	--------------	--

## PREVIOUS LEARNING ASSESSMENTS

<p><b>PLA</b></p>	<p>By appointment – talk to your counsellor today!</p>
-------------------	--

\*Financial support MAY be available to eligible individuals. Please speak with your Counsellor.