

WORKSHOPS – FEBRUARY 2012

WORKSHOP	DATES AND TIMES	DESCRIPTION
Resume	February 1 st 1:30 – 3:30 February 8 th 1:30 – 3:30 February 15 th 1:30 – 3:30 February 22 nd 1:30 – 3:30 February 29 th 1:30 – 3:30	Create job-winning resumes. Learn the different resume formats and the value of each. Receive one-on-one assistance in developing and formatting your resume.
Interview Skills	February 7 th 9:00 – 12:00	Learn how to conduct an effective interview.
Smart Serve	February 6 th 9:30 – 1:30 February 27 th 9:30 – 1:30	Get the certificate that allows you to get a job serving alcohol in a licensed establishment. Now required in Ontario (effective 2007).
Basic Computer Skills	February 13 th 9:00 – 12:00	Learn how to: <ul style="list-style-type: none"> • Search the web for jobs using various websites • Create an email account using www.hotmail.com
WHMIS	February 14 th 9:00 – 12:00	Workplace Hazardous Materials Information System (WHMIS) will cover regulations, labels, the provision of material safety data sheets (MSDSs), controlled products, symbols and your rights as a worker.
Niagara College Information Session	February 10 th 9:00 – 10:00	Discover what's inside the many doors of Niagara College. Many program options to choose from. Information on how to apply and financial assistance options.
WorkStart Assessment	February 7 th 9:00 – 1:00 February 28 th 1:00 – 4:00	Computer assessment, discover your interests, personality, work characteristics and skills. Offered in workshop format, completed in one session (3-4 hours). Computer skills are required and results provided same day.
MBTI (Myers Briggs Type Indicator) Assessment	February 3 rd 1:30 – 3:30 February 10 th 1:30 – 3:30 February 17 th 1:30 – 3:30 February 24 th 1:30 – 3:30	Paper based personality assessment used to understand self, discover strengths and potential areas for growth. Identify personality type to help you make an informed career choice.
Careers in the Trades	February 28 th 9:00 – 12:00	Unlocking the best kept secrets of apprenticeships.

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Networking Your Way to a Job!	February 24 th 9:00 – 12:00	Learn the basics of networking, how to access hidden job postings and make lasting first impressions.
Traffic Control Person/Fall Protection	February 11 th 9:00 – 4:00	Learn how to become a traffic control person and the fundamentals of fall protection training. Certificates will be given upon completion.
Lift Truck Fundamentals and Propane Safety	February 22 nd 9:00 – 4:00	Focus on the following concepts: relevant legislation, lift truck fundamentals, principles of balance, stability and capacity, pre-operation inspection safety guidelines and safe load handling techniques.
Social Media Job Search	February 23 rd 10:00 – 12:00	What is social media? How is it used in job search? What are the advantages? How do I get started?
ODP Certification (Air Conditioning and Refrigeration)	February 16 th 9:00 – 4:00	Learn about the proper handling of harmful refrigerants and preventing the release of harmful emissions into the atmosphere. Successful completion of this course will provide you with the mandatory provincial certification to handle and purchase refrigerants.
LinkedIn to Your Job Search	February 9 th 10:00 – 12:00	Learn how to: <ul style="list-style-type: none"> • Use Linked In to set up your network • Optimize your Linked In account so employers can find you • Add Linked In to your Job Search methods
Hoisting and Rigging	February 25 th 9:00 – 1:00	Learn the fundamental operating procedures and safety precautions involved, including weight, capacity and lifting configurations. A certificate will be given upon completion.
Back in Action: Women Re-Entering the Workforce	February 21 st 9:00 – 12:00	Practical tips and advice for women re-entering the workforce.

Please call 905-641-2252 ext. 4660 to let us know you'll be joining us!

Our goal is to help you reach yours

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