

WORKSHOPS – JANUARY 2012

WORKSHOP	DATES AND TIMES	DESCRIPTION
Resume	January 11 th 1:30 – 3:30 January 18 th 1:30 – 3:30 January 25 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	January 25 th 9:00 – 12:00	Learn how to conduct an effective interview.
Smart Serve	January 9 th 9:30 – 12:00 January 30 th	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	January 16 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	January 17 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	January 6 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.
OCAS Application Workshop	January 6 th 10:30 – 12:30	Receive assistance in applying through the Ontario College Application Services website.
WorkStart Assessment	January 10 th 9:00 – 1:00 January 24 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	January 13 th 1:30 – 3:30 January 20 th 1:30 – 3:30 January 27 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.

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Careers in the Trades	January 31 st 9:00 – 12:00	Unlocking the best kept secrets of apprenticeships.
LinkedIn to Your Job Search	January 20 th 10:00 – 12:00	What is social media? How is it used in job search? What are the advantages? How do I get started?
Traffic Control Person/Fall Protection	January 21 st 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.
ODP Certification (Air Conditioning and Refrigeration)	January 26 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.
Lift Truck Fundamentals and Propane Safety	January 12 th 9:00 – 3:00	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.

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

Our goal is to help you reach yours