

Employment Services Elgin



Upcoming On-line Workshops:

Introduction to Health and Safety
Interview Tips - Part 1
Interview Tips - Part 2
Cover Letters
Job Search

Employment Services Elgin

400 Talbot Street, St. Thomas, ON N5P 1B8

(519) 631-5470 | text: (226) 377-7820

www.employmentserviceselgin.ca



This Employment Ontario program is funded in part by the Government of Canada and the Government of Ontario.

Workshops

<p>Introduction to Health and Safety (30 minutes)*</p> <p>We want you to ...</p> <ul style="list-style-type: none"> • be aware of the type of training that is required to work safely • become familiar with typical workplace hazards • understand your legal rights and responsibilities 	<p>Interview Tips - Part 1 (1 hour)*</p> <ul style="list-style-type: none"> • Questions to ask when you get the phone call • Steps to prepare for an interview • Types of interviews - how to prepare for on-line interviews • Why you need to research the company before the interview • First impressions • How to dress for the interview
<p>Interview Tips - Part 2 (1 hour)*</p> <ul style="list-style-type: none"> • Review of standard interview questions • Behavioral based questions • Outside of the box questions • The importance of asking questions at the end of the interview and what ones to ask • The importance following up after an interview 	<p>Cover Letters (1 hour)*</p> <ul style="list-style-type: none"> • A cover letter will set you apart from all the other applicants • It's your chance to tell the company how you are the perfect candidate for the position • Learn how to utilize these tools to create a great cover letter
<p>Job Search (1 hour)*</p> <ul style="list-style-type: none"> • This one hour workshop will provide you with tips and techniques on how to use the Internet and social media to get the job you want 	<p>*NOTE: at the end of all workshops you will receive a booklet via email from the workshop(s) with extra tips and information.</p>

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