

Employment Services Elgin



Upcoming Workshops:


Find The Job You Want
Personality Dimensions
Managing Stress and Change
Create a Professional Resume
Technology and Your Job Search
Cover Letters to Impress
Ace the Interview
Smart Serve Training
WHMIS



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**EMPLOYMENT
ONTARIO**
Your job is out there. We'll help you find it.

Workshops

<p>Find The Job You Want (6 hours)</p> <ul style="list-style-type: none"> Examine your strengths, skills, values & interests <p>Find out about:</p> <ul style="list-style-type: none"> New career options How smart job search works Find out where those “hidden” jobs are hiding How Labour Market info can help find employers and jobs How “networking” can be your #1 weapon to getting the job How setting goals will get you the job you want 	<p>Smart Serve Training (5 hours)*</p> <ul style="list-style-type: none"> Examine types of licenses, legal rights, responsibilities and liabilities of serving alcohol <p>Explore facts about:</p> <ul style="list-style-type: none"> Alcohol How alcohol works in the body Signs of intoxication How to identify intoxication Prevention and intervention techniques <ul style="list-style-type: none"> Receive Smart Serve Certification upon successful completion
<p>Personality Dimensions (3.5 hours)</p> <ul style="list-style-type: none"> Complete traits & characteristics survey Explore your personal values, traits, strengths, behaviours & characteristics Receive a copy of the PD in Action Take Home Booklet to examine descriptions of core needs, characteristics, strengths, skills and weaknesses for each of the four temperments 	<p>Ace the Interview (6 hours)</p> <ul style="list-style-type: none"> Discover what employers look for Review the different types of interviews Develop answers to questions, especially those “difficult” questions Practice making a good first impression
<p>Cover Letters to Impress (3.5 hours)</p> <ul style="list-style-type: none"> Why a cover letter is essential to job search Explore contents of a cover letter How to research a company to make an effective cover letter Practice writing a cover letter 	<p>Managing Stress and Change (3.5 hours)</p> <ul style="list-style-type: none"> Discover your stressors Develop techniques to help you cope and to work for positive change
<p>Technology and Your Job Search (6 hours) “The New Way to Job Search”</p> <ul style="list-style-type: none"> Create a job search email Save your resume in the formats the employer wants Explore social media and the internet to find jobs Discover how a portfolio gives you the “WOW” factor 	<p>Create a Professional Resume (6 hours)</p> <ul style="list-style-type: none"> Design a resume to “sell” you for the job you want! Discover the secrets to writing an effective summary using “power” statements Create “accomplishment” statements for both chronological and functional style resumes
<p>WHMIS (2-3 hours)*</p> <ul style="list-style-type: none"> Online learning and testing Obtain official WHMIS certification Recognized by employers in all provinces 	<p>*There is a charge for these workshops</p> <p> /EmploymentServicesElgin</p>

