

**NORTH VANCOUVER**



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## Online workshops **September 2023**

Monday	Tuesday	Wednesday	Thursday	Friday
4 	5	6	7 2:00—4:00 <b>Resume Basics</b>	8
11	12	13	14 2:00—4:00 <b>Hidden Job Market</b>	15
18	19	20	21 2:00—4:00 <b>Interview Skills</b>	22
25	26	27	28 2:00—4:00 <b>Canadian Workplace Culture</b>	29 2:00—4:00 <b>Interview Skills (in Farsi)</b>

### FREE SERVICES AND RESOURCES:

- Job Search & Career Planning Workshops
- Case Management
- One-to-one Employment Counselling
- Labour Market Information
- Library & Community Resources
- Online Job Search Workshops
- Job Board
- Computer & Internet Access
- Faxing, Photocopying, Scanning & Printing
- Telephone & Voice Mail Access

**Registration required, call 604-973-0462 to register.**

Times and dates are subject to change.

# WORKSHOP DESCRIPTIONS:

## **Job Search Strategies**

Discover how to conduct a targeted job search in a tough job market. Find out resources and learn to set up realistic goals based on your skills. This workshop will cover key tips that often help keep up motivation and focus on how to get a job that is right for you!

## **Resume & Cover Letter**

Six seconds! That's the average amount of time a typical employer will look at your cover letter/resume when you apply for a job opening. Come to this workshop to ensure that your six seconds are well spent grabbing the attention of prospective employers. Learn the essential ingredients of a cover letter and resume that will tease employers into inviting you to an interview to learn more about you.

## **Interview Skills**

Are you great at interviewing? A successful interview is the difference between a job offer and a lost opportunity. Discover how to stand out from other candidates in how to prepare before your interviews, how to dress for success, to answer the most common interview questions persuasively, and how to follow up after the interview. Together we'll discuss and practice skills to make you unforgettable-for all the right reasons!

## **Career Planning and Advancement**

Are you getting lost when you want to decide on the type of career you would like to pursue in the future? Discover how to plan for your future career, how to know you self better by doing MBTI personality test, how to prepare yourself to start a new career and what is career advancement and skills required to advance in your career.

## **Hidden Job Market & Networking**

Talking to people and making connections is key to finding a job. Find out more about the hidden job market where over 80% of jobs are located. Explore creative ways to network in a very competitive job market. This workshop explores and assesses individual skill sets and prepares someone to market themselves to employers confidently.

## **Canadian Workplace Culture**

As a newcomer, you may find Canadian workplace culture different from that of your home country. Practices such as shaking hands, using personal names, and communicating with co-workers and supervisors vary significantly amongst cultures. There are basic business etiquette rules common to most Canadian workplaces. Learning these rules is an important step in looking for and keeping a job.

\* Note: Workshops are open to all case-managed clients. Please speak to the WorkBC team to learn more!