



⌚ Please be on time for Workshops. Latecomers will be asked to re-schedule. ⌚

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Jan 30	Jan 31	Feb 1	Feb 2	Feb 3
<p><b>9:30 - 2:30</b>  <b>Interviewing Workshop - Day 1</b></p>	<p><b>9:30 - 12:30</b>  <b>Cover Letter Writing Workshop</b>  <b>(bring a posting)</b></p> <p><b>9:30 - 12:30</b>  <b>Resume Writing</b></p>	<p><b>9:30 - 2:30</b>  <b>Interviewing Workshop - Day 2</b></p>	<p><b>9:30 - 12:30</b>  <b>Resume Writing</b></p>	
6	7	8	9	10
<p><b>9:30 - 12:30</b>  <b>Welcome Tour &amp; Skills Identification</b>  <i>Name your skills and strengths</i></p> <p><b>1:00 - 3:00</b>  <b>Research and Resources</b></p>	<p><b>9:30 - 12:30</b>  <b>Resume Writing</b></p> <p><b>1:00 - 3:00</b>  <b>MS Word - Day 1</b></p>	<p><b>9:30 - 2:30</b>  <b>Job Search Planning</b>  <i>Goal setting and Networking for Hidden Jobs</i></p> <p><b>1:00 - 3:00</b>  <b>MS Word - Day 2</b></p>	<p><b>9:30 - 1:00</b>  <b>Personality Dimensions™</b></p> <p><b>1:00 - 3:00</b>  <b>MS Word - Day 3</b></p>	
13	14	15	16	17
<p><b>9:30 - 2:30</b>  <b>Interviewing Workshop - Day 1</b></p>	<p><b>9:30 - 12:30</b>  <b>Resume Writing</b></p> 	<p><b>9:30 - 2:30</b>  <b>Interviewing Workshop - Day 2</b></p>		
20	21	22	23	24
<p><b>9:30 - 12:30</b>  <b>Welcome Tour &amp; Skills Identification</b>  <i>Name your skills and strengths</i></p> <p><b>1:00 - 3:00</b>  <b>Research and Resources</b></p>	<p><b>9:30 - 12:30</b>  <b>Resume Writing</b></p> <p><b>9:30 - 12:30</b>  <b>Cover Letter Writing Workshop</b>  <b>(bring a posting)</b></p>	<p><b>9:30 - 2:30</b>  <b>Job Search Planning</b>  <i>Goal setting and Networking for Hidden Jobs</i></p>		
27	28	29	Mar 1	Mar 2
<p><b>9:30 - 2:30</b>  <b>Interviewing Workshop - Day 1</b></p> <p><b>1:00 - 3:00</b>  <b>MS Word - Day 1</b></p>	<p><b>9:30 - 12:30</b>  <b>Resume Writing</b></p> <p><b>1:00 - 3:00</b>  <b>MS Word - Day 2</b></p>	<p><b>9:30 - 2:30</b>  <b>Interviewing Workshop - Day 2</b></p> <p><b>1:00 - 3:00</b>  <b>MS Word - Day 3</b></p>		

### Canadian Career Moves

#260, 7525 King George Blvd., Surrey, BC  
 T: 604-598-1400 \* F: 604-598-1410  
 www.careermoves.ca \* www.options.bc.ca

Funded in whole or part through the Canada-British Columbia  
 BRITISH COLUMBIA The Best Place on Earth Labour Market Development Agreement



# Services offered by Canadian Career Moves

## **Resume Writing** workshop – *one morning*

Develop a resume that will help you achieve your re-employment goals. CCM staff members will assist you to use our customized Word templates that will make your resume stand out in the crowd. Our facilitators will help you choose the right information, the right order and best format for your document.

**If possible please bring a USB drive to the workshop.**

## **Cover Letter** workshop – *one morning*

Whenever you send your resume to a prospective employer, you should include a cover letter specific to each job for which you are applying. This workshop shows you how to write letters effectively.

**Please bring a sample job posting.**

## **Interview Skills** workshop – *two days (includes video interviews)*

Learn and practice your interview skills. Find out what employers are looking for, what questions they ask and why they ask them. Practice answering questions in groups, and finally see yourself being interviewed on video. Some interviews may take place on the afternoon of the second day.

## **Job Search Planning including Goal Setting and Networking for Hidden Jobs** workshop – *one day*

Many jobs are never advertised. While most people simply reply online to advertised positions, successful job-seekers use another method: they contact people directly to find out who is hiring. This workshop teaches you how to use this strategy to find the hidden jobs. Job Search Planning will guide you in setting up a proactive job search plan to increase your chance for success.

## **Research and Resources** workshop – *one afternoon*

Discover links and sites, publications and sources to use in your search for employment.

## **Personality Dimensions** workshop – *one morning*

Find out more about your personality in this fun-filled workshop, as you take the personality test and interact with other participants in the group. Learn how your personality influences your life and career, and affects your interactions with others at home and at work.

## **MS Word Beginners** workshop – *three afternoons*

Learn and practice the basics of the most common computer program for everyday documents.

## **Welcome Tour and Skills Identification** workshop – *one morning*

Begin your job search with self-awareness. Define your strengths and interests through self-assessment. Identify skills you developed through training, education, work / volunteer experiences and daily life. Gain confidence in marketing yourself to employers. Know yourself, know your skills and find success.

## **Thank you for being on time for your workshops**

**Workshops fill up fast, so latecomers may lose seats to those who are on time and ready to start.**


If you cannot attend a workshop you have booked, please call us so we can let someone else in. Please sign up for workshops in person at the front desk, or by telephone. Thank you.

Other services: **Computers, printers, fax, newspapers, magazines and research library**

Telephone: 604 598 1400 Office hours: **Mon-Fri 8:30am – 4:00pm; Thurs 8:30am – 3:00pm**

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