


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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Feb 27	Feb 28	Feb 29	Mar 1	Mar 2
<p>9:30 - 2:30 Interviewing Workshop - Day 1</p> <p>1:00 - 3:00 MS Word - Day 1</p>	<p>9:30 - 12:30 Resume Writing</p> <p>1:00 - 3:00 MS Word - Day 2</p>	<p>9:30 - 2:30 Interviewing Workshop - Day 2</p> <p>1:00 - 3:00 MS Word - Day 3</p>		
5	6	7	8	9
<p>9:30 - 12:30 Welcome Tour & Skills Identification <i>Name your skills and strengths</i></p> <p>1:00 - 3:00 Research and Resources</p>	<p>9:30 - 12:30 Resume Writing</p>	<p>9:30 - 2:30 Job Search Planning <i>Goal setting and Networking for Hidden Jobs</i></p>	<p>9:30 - 1:00 Personality Dimensions™</p>	
12	13	14	15	16
<p>9:30 - 12:30 Cover Letter Writing Workshop (bring a posting)</p>	<p>9:30 - 12:30 Resume Writing</p>			
19	20	21	22	23
<p>9:30 - 2:30 Interviewing Workshop - Day 1</p>	<p>9:30 - 12:30 Resume Writing</p> <p>1:00 - 3:00 MS Word 2007 Getting Started</p>	<p>9:30 - 2:30 Interviewing Workshop - Day 2</p>	<p>1:00 - 3:00 MS Word 2007 Basic Formatting</p>	
26	27	28	29	30
<p>Resume Writing</p>				

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 2007 – Getting Started workshop

Learn and practice the basics of the most common computer program for everyday documents. This MS Word lesson teaches you how to open a file, create and print a document, cut, copy, paste, use spell check and bold, underline & italicize text.

MS Word 2007 – Basic Formatting workshop (**Pre-requisite: Getting Started or equivalent**)

The features in Word 2007 can make your work easier, make your documents more attractive and / or enable you to work more efficiently. Learn basic formatting techniques: alignment, indenting, margins & tabs, add bullets, headers & footers & more.

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**

Canadian Career Moves

#260, 7525 King George Blvd., Surrey, BC

T: 604-598-1400 * F: 604-598-1410

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