



People Plus is now offering services
from Job Junction

February 2012



Monday	Tuesday	Wednesday	Thursday	Friday
		1	2 Excel 9am – 12pm	3 Transferable Skills 9am – 12pm
6 Job Search Café 9am – 12pm	7	8 Resumé Critiques	9 Hidden Job Market Workshop 9am – 4pm	10 Labour Market Information 9am – 12pm
13 Job Search Café 9am – 12pm <hr/> Resumé Workshop 9am – 4pm	14 Cover Letter Workshop 9am – 2pm <hr/> Resumé Critiques	15	16 Social Networking Workshop 9am – 12pm Ace the Interview 9am – 4pm	17
20 Job Search Café 9am – 12pm <hr/> Resumé Workshop 9am – 4pm	21 Professionalism & Ethics 9am – 12pm <hr/> Resumé Critiques	22	23 MS Word Level II 9am – 12pm Hidden Job Market Workshop 9am – 4pm	24 Power Point 9am – 12pm
27 Excel 9am – 12pm <hr/> Resumé Workshop 9am – 4pm	28 Transferable Skills 9am – 12pm <hr/> Resumé Critiques	29	March 1 Ace the Interview 9am – 4pm	March 2

Schedule may change to accommodate demand. Call Job Junction at 455-9675 to reserve a seat.

Job Junction is funded through the Canada Nova Scotia Labour Market Development Agreement under the direction of Employment Nova Scotia

<p align="center"><u>Ace the Interview</u></p> <p>This two-day workshop will concentrate on the process of skillfully preparing for the job interview. With our assistance, you will develop a strategy for effectively dealing with difficult questions and will learn solid interviewing techniques. Clients often report that the videotaped practice interview sessions have been instrumental in determining their interview success.</p>	<p align="center"><u>One Week Job Search Workshop</u></p> <p>Our comprehensive one-week Job Search Workshop encompasses the Resumé and Cover Letter workshops, the Hidden Job Market, and an introduction to Ace the Interview. If you are currently unemployed, new to job searching, or have been employed for a long period of time but are now exploring new directions, you will greatly benefit from this workshop. In one week, you will have everything you need to perform an effective and efficient job search including: A new resumé, cover letter, references, job cards, interviewing strategies, networking skills.</p>	<p align="center"><u>Cover Letter Workshop</u></p> <p>A good cover letter can greatly improve your chances of landing a job interview. This half-day workshop will teach you how to write effective cover letters that will catch an employer's attention. Participants are asked to bring along a specific job advertisement for a custom-tailored approach. Clients without a specific job posting can develop a sample cover letter which can be customized for future opportunities.</p>	<p align="center"><u>Resume Workshop</u></p> <p>An excellent resumé is an essential component of the job search process. Do you have an effective resumé? You will leave this workshop with a better understanding of your skills, increased confidence in your resumé, and a renewed ability to market yourself to prospective employers. After individually assisting you in developing a powerful resumé, our professional staff will complete all the word processing for you, and provide you with both paper and electronic copies of your new resumé. Participants are asked to bring their current resumé to this workshop, along with a relevant job posting.</p>
<p align="center"><u>Hidden Job Market</u></p> <p>20% of available jobs are advertised. Ever wonder how to get into the other 80% of the job market? Learn how networking, often called the secret language of success among employment experts, is the most effective aspect of the job search and how it can work for you.</p>	<p align="center"><u>Labour Market Information Lab</u></p> <p>We will show you how to access Labour Market Information on specific occupations or industries that interest you. Find out about who is hiring, employment prospects, salary and wages information, occupational profiles and education/training programs.</p>	<p align="center"><u>Social Networking Workshop</u></p> <p>This workshop focuses on LinkedIn, Facebook, and Twitter, three of the most popular social networking sites on the Internet today. Learn how you can take advantage of these sites during your job search. Learn why these sites can be valuable, and how to make the best of them while looking for work.</p>	<p align="center"><u>Microsoft Word Level II MS Word Version 2010</u></p> <p>If you have a basic understanding of Microsoft Word, then this session will expand on your skills using Microsoft Word in your job search. Topics will include creating tables, columns, headers & footers, file management using folders and merging documents.</p>
<p align="center"><u>Excel 2010 - Tracking Your Job Search Using Spreadsheet</u></p> <p>This workshop will introduce you to the basics of Excel, including how to create a budgeting spreadsheet and how to use a job search log.</p>	<p align="center"><u>Job Search Café</u></p> <p>The job search café is a workshop that will be predominantly client led, with a facilitator on hand to guide discussions. The goal of this workshop is to gather new ideas and understandings of job searching through having informal discussions in a group setting.</p>	<p align="center"><u>Introduction to Computers</u></p> <p>This Two-Day Workshop is designed for the job seeker who has little or no previous experience with the computer. We cover the basics of Windows 7, Hardware and Software, organizing and saving documents. Learn how to use the Internet to search for job opportunities and gather information you can leverage in your job search. Discover the world of Email, learn how to create and manage an email account, send and receive emails, and send attachments.</p>	<p align="center"><u>Overcoming Job Loss</u></p> <p>Losing your job is one of the greatest stress-causing life events, often resulting in a reduction in emotional well-being. This workshop will allow you to explore the nature of job loss and its impact, how to apply coping strategies and how to develop ways to move forward from the experiences of job loss.</p>
<p align="center"><u>Professionalism & Ethics</u></p> <p>This workshop is designed to give you the basic understanding of what is expected by professional behavior and some easy guidelines and check lists you can use to help maintain and develop your own personal sense of professionalism</p>			
<p align="center"><u>Resume Critique</u></p> <p>Call 455-9675 to register for a 1/2 hour appointment with one of our Facilitators to review your resumé and to gain tips for improvement.</p>	<p align="center"><u>Transferable Skills</u></p> <p>Having trouble identifying your skills? Not sure how to market yourself to an employer? This interactive workshop will help you create a comprehensive catalogue of your skills, and give you a head start on presenting those skills creatively in a resume.</p>	<p align="center"><u>Power Point 2010 - Using Presentation Software In Your Job Search</u></p> <p>This workshop will introduce you to the features of Power Point and how to create a basic Power Point presentation.</p>	<p align="center"><i>Call to book a spot in one of our workshops today! Phone 455-9675, or book in person with one of our Resource Centre staff.</i></p>