



# NOVA SCOTIA WORKS

## June 2018

Monday	Tuesday	Wednesday	Thursday	Friday
			May 31	1
			<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <b>Ace the Interview</b>            9am – 4pm         </div>	
4 <b>Transferable Skills</b> 9am – 12pm <hr/> <b>Excel I</b> 1pm – 4pm	5 <b>Résumé Toolkit</b> 9am – 12pm <hr/> <b>Word Level I</b> 1pm – 4pm	6	7	8 <b>Excel II</b> 1pm – 4pm
			<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <b>Hidden Job Market Workshop</b>            9am – 4pm         </div>	
11 <b>Resume Workshop</b> 9am – 4pm <hr/> <b>Word Level II</b> 1pm – 4pm	12 <b>Cover Letter</b> 9am – 12pm <hr/> <b>Powerpoint</b> 1pm – 4pm	13	14	15
			<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <b>Ace the Interview</b>            9am – 4pm         </div>	
18 <b>Managing Stress</b> 9am – 12pm	19 <b>Professionalism &amp; Ethics</b> 9am – 12pm	20 <b>Word Level I</b> 1pm – 4pm	21	22 <b>Word Level II</b> 1pm – 4pm
			<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <b>Hidden Job Market Workshop</b>            9am – 4pm         </div>	
25 <b>Transferable Skills</b> 9am – 12pm <hr/> <b>Excel I</b> 1pm – 4pm	26 <b>Résumé Toolkit</b> 9am – 12pm <hr/> <b>Excel II</b> 1pm – 4pm <hr/> <b>WHMIS</b> 1pm – 4pm	27	28	29
			<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <b>Ace the Interview</b>            9am – 4pm         </div>	

Call Job Junction at 902-455-9675 for info on how to register  
 6950 Mumford Road • Halifax, Nova Scotia • B3L 4W1 • [www.jobjunction.ca](http://www.jobjunction.ca)



Schedule may change to accommodate demand.

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

<p><b><u>Ace the Interview</u></b></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 learn solid interviewing techniques. Clients often report that the videotaped practice interview sessions have been instrumental in determining their interview success. <b>Participants are asked to bring a relevant job posting.</b></p>	<p><b><u>Résumé Toolkit</u></b></p> <p>This workshop will present the fundamentals of a successful résumé. You will leave this workshop with a better understanding of how to present your skills and qualifications on your résumé, as well as which résumé format is best suited to marketing yourself to prospective employers. Please note: this workshop is ideally suited for participants who are able to take this information to create their own résumé.</p>	<p><b><u>Confidence Building</u></b></p> <p>During this 3 session workshop, participants will have the opportunity to learn and utilize a number of techniques designed to increase confidence. Topics will include the impact of confidence in one's life, assertive communication, and goal setting. <b>This workshop is for Women only.</b></p> <p><b>Please Call (902) 422-8900 To register or learn more.</b></p>	<p><b><u>Résumé Workshop</u></b></p> <p>An excellent résumé is an essential component of the job search process. You will leave this workshop with a better understanding of your skills, increased confidence in your résumé, and a renewed ability to market yourself to prospective employers. After individually assisting you in developing a powerful résumé, our professional staff will complete all the word processing for you, and provide you with both paper and electronic copies of your new résumé. <b>Participants are asked to bring their current résumé to this workshop, along with a relevant job posting.</b></p>
<p><b><u>Excel - Tracking Your Job Search Using Spreadsheet</u></b></p> <p>This workshop will introduce you to the basics of Excel, including how to create a budgeting spreadsheet.</p> <p><b><u>Excel II</u></b></p> <p>This workshop continues your understanding of spreadsheet usage. It includes formulas and data analysis functions.</p>	<p><b><u>Hidden Job Market</u></b></p> <p>Only 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><b><u>Microsoft (MS) Word Level I</u></b></p> <p>This workshop is designed to help people understand the basics of creating documents in Microsoft Word. It is useful for people who want to edit their own résumés and cover letters and includes formatting, cut and paste, setting margins, creating headers and footers and more.</p>	<p><b><u>Microsoft (MS) Word Level II</u></b></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 &amp; footers, file management using folders and merging documents.</p>
<p><b><u>Power Point</u></b></p> <p>This workshop will introduce you to the features of Power Point and how to create a basic Power Point presentation.</p> <p><b><u>Managing Stress</u></b></p> <p>Excess stress can have a negative impact on your ability to learn and your ability to move forward. Identifying the stressors in your life is important. Various relaxation techniques will be discussed</p>	<p><b><u>Attire to Aspire</u></b></p> <p>Attire 2 Aspire is an event to provide professional clothing to men looking for work or starting a new job. Please call our main line at 902-455-9675 to find out how to register.</p>	<p><b><u>Social Networking Workshop</u></b></p> <p>This workshop focuses on LinkedIn, Facebook, and Twitter, three of the most popular social networking sites on the Internet. 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><b><u>Communication Skills</u></b></p> <p>This session is designed to help you become aware of the first impression that you are making. This skill is particularly useful in an interview situation. Written communication techniques will also be explored with emphasis on the content and presentation of documents relating to job search. Identifying and defining your personal transferable skills is an important part of this session.</p>
<p><b><u>WHMIS</u></b></p> <p>The Workplace Hazardous Materials Information System. This course will present information on common workplace hazardous chemicals and the safe use of potentially hazardous materials. Participants of the program will receive a WHMIS certification card.</p>	<p><b><u>Transferable Skills</u></b></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 résumé.</p>	<p><b><u>Résumé Critique</u></b></p> <p>Call 902-455-9675 to register for a 1/2 hour appointment with one of our Facilitators to review your résumé and to gain tips for improvement.</p>	<p><b><u>Cover Letter Toolkit</u></b></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. <b>Participants are asked to bring a relevant job posting.</b></p>

***Call for info on how to register!***

***Phone 902-455-9675, or book in person with one of our Resource Centre staff.***