

| Monday   | Tuesday  | Wednesday   | Thursday   | Friday                                      |
|--|--|---|--|---|
| 2<br><b>JOB JUNCTION<br/>CLOSED – LABOUR<br/>DAY</b>   | 3<br><b>Resume Workshop</b><br>9am – 4pm   1pm – 4pm             | 4<br><b>Skills Development<br/>Info Session</b><br>11am – 12pm  | 5<br><b>Hidden Job Market</b><br>9am – 4pm                   | 6   |
| 9<br><b>Resume Workshop</b><br>9am – 4pm   9am – 12pm  | 10<br><b>Cover Letter</b><br>1pm – 4pm                           | 11<br><b>Skills Development<br/>Info Session</b><br>11am – 12pm   | 12<br><b>Word Basics</b><br>9am – 12pm                       | 13<br><b>Ace the Interview</b><br>9am – 4pm |
| 16<br><b>LinkedIn<br/>Workshop</b><br>1pm – 4pm        | 17<br><b>Word Toolkit: Job<br/>Search Documents</b><br>1pm – 4pm | 18<br><b>Skills Development<br/>Info Session</b><br>11am – 12pm<br><hr/> <b>WHMIS</b><br>1pm – 4pm                    | 19<br><b>Excel Toolkit: Job<br/>Search Logs</b><br>1pm – 4pm | 20<br><b>Hidden Job Market</b><br>9am – 4pm |
| 23<br><b>Resume Workshop</b><br>9am – 4pm   9am – 12pm | 24<br><b>Career Planning</b><br>9am – 4pm                        | 25<br><b>Skills Development<br/>Info Session</b><br>11am – 12pm<br><hr/> <b>Communication<br/>Skills</b><br>1pm – 4pm | 26<br><b>Transferable Skills</b><br>1pm – 4pm                | 27<br><b>Ace the Interview</b><br>9am – 4pm |
| 30<br><b>LinkedIn<br/>Workshop</b><br>9am – 12pm       |  |   |  |   |

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 and/or facilitator availability.

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| <p><b>Resume Workshop</b><br/>Whether you are looking to tweak your existing resume or starting completely from scratch: this workshop will give you the opportunity to brush up on the trends in resume theory, deconstruct job postings for better tailoring/customization and explore ways you can better market yourself to employers. After completion of this 1.5 day workshop, participants will get the opportunity to book a 1-on-1 follow up session with a facilitator to receive individualized feedback. <b>Participants are asked to bring a sample job posting to this workshop.</b></p>     | <p><b>Cover Letter</b><br/>In this half day workshop, you will learn how to write effective cover letters that not only introduces yourself, but captures the attention of the employer. Participants will be encouraged to embrace the storytelling process to set themselves apart and convince employers that they are the ideal fit for the position. <b>Participants are asked to bring a sample job posting to this workshop.</b></p>   | <p><b>Hidden Job Market</b><br/>Statistics show that only about 15% to 20% of jobs available in Nova Scotia are openly advertised. For those of us struggling to break into this market, we will want to focus on expanding our job search into the remaining 80% to 85%, commonly referred to as the Hidden Job Market. This two day workshop explores why the Hidden Job Market exists, and how effective networking strategies can help you unlock those opportunities.</p>  | <p><b>Ace the Interview</b><br/>Often times the final stage of the selection process, the job interview can sometimes feel like the most daunting. This two-day workshop will give insights into the approaches and techniques that you can use to prepare for and ace your next job interview. By the end of the workshop, participants will be given the opportunity to conduct a mock interview and receive immediate feedback. To customize these mock interviews for each of our attendees, <b>participants are asked to bring a sample job posting to this workshop.</b></p> |
| <p><b>Transferable Skills</b><br/>Have you ever seen something on a job posting and thought, "I can do that!", even though you've never done it before? Many job seekers struggle identifying their skills, or understanding how they can be applied to new work in different ways. This half-day workshop begins to change and expand the way we think about our skills by understanding that they can come from any area or aspect of our lives. Beyond that, participants will be guided through an introduction of how to effectively communicate these transferable skills to potential employers.</p> | <p><b>Career Planning</b><br/>Seeking a change or new career? Recently graduated and unsure of what you want to do? Generally unsure of what your next journey is going to be? Career planning is an ongoing process that we all undergo as our personal vision changes throughout our lifetime. Throughout the course of this full day workshop, you will be guided through a variety of assessments, discussions and explorations that will help kickstart your career decision making process.</p> | <p><b>LinkedIn</b><br/>LinkedIn is the #1 network targeted towards business and professionals, and is widely adopted and used worldwide. As of 2019, LinkedIn reports that there are over 575 million users registered, with over 105 million users active and engaging on the platform at least once every 24 hours Through both discussion and series of guided exercises, this half-day workshop will help you better understand how you can use LinkedIn to complement your job search. <b>Participants should have access to an active LinkedIn account before entering this workshop.</b></p> | <p><b>SD Info Session</b><br/>This 1 hour session provides information on Employment Nova Scotia's Skills Development program. The SD program provides financial assistance to eligible individuals, helping them obtain the skills training they need to find new employment. Participants will receive the opportunity to ask questions regarding requirements, eligibility, and the application process. Walk-in appointments may be available after the information session with a case manager to begin the intake process.</p>   |
| <p><b>Word Basics</b><br/>This half-day workshop will help you understand the basic functions of Microsoft Word in order to create your own documents. It serves as an introductory session for participants who have little to no experience using word processing software, preparing them for the intermediate topics in the Word Toolkit workshop.</p>  | <p><b>Word Toolkit: Job Search Documents</b><br/>Beyond the words themselves that appear on our resumes and cover letters, the way they are formatted can be very important in leaving a professional first impression. For participants with a good basic understanding of word processing, this half-day workshop will expand on specific skills, tips, and tricks you need to format an excellent resume and cover letter.</p>   | <p><b>Excel Toolkit: Job Search Logs</b><br/>Job Search Logs are essential for tracking progress during your job search, and may sometimes be used as documentation to support funding applications. This half-day workshop will give you the tools you need to create and maintain digital job search logs, as well as sort/analyze/verify/filter your information.</p>  | <p><b>Email Basics</b><br/>These 1 hour sessions will help you understand the basic functions of your email accounts in order to send and receive communication from employers. It serves as an introductory session for participants who have little to no experience using email. Each session is specialized for one of the three major email clients: Gmail, Hotmail/Outlook and Yahoo.</p>  |
| <p><b>Professionalism and Ethics</b><br/>This half-day workshop provides participants and opportunity to establish a simple but consistent understanding of what professional and ethical behaviour looks like in the workplace. Using easy guidelines and checklists, you will be able to maintain and develop your own personal sense of professionalism and apply those principles moving forward.</p>   | <p><b>Communication Skills</b><br/>Effective communication is vital to any relationship, whether it be professional or personal. Understanding and awareness of communication styles can help prevent miscommunications and break-downs before they happen. This half-day workshop helps participants understand the different forms and styles of communication in order to leave better impressions on everyone they interact with.</p>   | <p><b>Stress Management</b><br/>Job searching can become quite stressful over time, and excess stress can have a negative impact on your ability to move forward. In this half-day workshop, participants will reflect on the ways in which they experience stress in their own lives, and then explore various relaxation techniques to overcome or diminish those effects on their day-to-day lives.</p>  | <p><b>WHMIS</b><br/>The Workplace Hazardous Materials Information System is Canada's national workplace hazard communication standard. This half-day workshop provides information on the safe use of potentially hazardous materials and chemicals. Participants completing this workshop will receive a WHMIS certification card.</p>  |

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