



The Cowichan Career Resource Centre

January 2012



Suite 301 – 80 Station Street, Duncan, BC, V9L 1M4

Mon-Fri 8:30 to 4:30

January 2 Closed

January 10, 24 Closed at 3:00

Telephone: (250) 748-9880 Fax: (250) 746-8986

www.globalvocationalservices.com



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Workshops

- Career Transitions
- Career Research
- Latest Leads
- Resume Workshop
- Interview Skills

Please register in the Resource Centre.
See reverse for workshop descriptions.

Are you new to Global Vocational Services? Please register in our Resource Room and sign up to attend our daily Orientation Session.

Self Serve: Welcome! Use our Resource Centre for your job search. Take advantage of our computers, up-to-date job posting board, labour market information, library, brochures, magazines and newspapers. All available to help you get that job!

Ask our Resource Centre staff about any of our workshops for job search and book your seat today.

Monday	Tuesday	Wednesday	Thursday	Friday
2 CLOSED	3 CLOSED AT 3:00	4 Latest Leads 2:00-3:00	5 Self serve	6 Self serve
9 Resume Workshop 9:00-3:00	10 Access to Computer Skills 1:00-3:00	11 Latest Leads 9:00-10:00	12 Interview Skills 1:00-3:00	13 Self serve
16 Resume Workshop 9:00-3:00	17 Career Transitions 10:00-2:30 CLOSED AT 3:00	18 Latest Leads 2:00-3:00	19 Career Transitions 10:00-2:30	20 Self serve
23 Resume Workshop 9:00-3:00	24 Access to Computer Skills 1:00-3:00	25 Career Research 9:00-12:00 Latest Leads 2:00-3:00	26 Interview Skills 1:00-3:00 Social Media 1:00-4:00	27 Self serve
30 Resume Workshop 9:00-3:00	31 Career Transitions 10:00-2:30			

Global Vocational Services offers free workshops to assist you with your employment needs.

Space is limited so please register.

Drop in to the Resource Centre or call 250-748-9880 to reserve your seat.

Orientation Workshop: (2 hours)

- 10:00-12:00 daily intake for persons who are not registered with us
- Identify your next steps to employment
- Discover career transition opportunities that are available for you
- Access to computers, workshops, one-to-one, employment counselling and employment library

Career Transitions Seminar: (2 days)

- Explore your career options
- Increase your "employment self awareness"
- Look at what you can do for an employer
- Manage your career and work search more efficiently

Career Research: Career Transitions Next Step: (3 hours)

- Great preparation for applying for training funds
- Hands-on session for job seekers to explore careers of interest and guide your career decision
- Focused on regional job market, occupational outlooks and job trends **Latest**

Leads: Job Hunt Drop-In: (1 1/2 hours)

- Get the "low down" on what's happening in the job market; job leads, trends, new business, etc.
- Help to access the hidden job market; tips and resources
- Weekly employment "hot topic" or guest speaker
- Meet other job seekers and expand your network in your job search

Social Media : (3 hours)

- Make LinkedIn and Twitter a part of your work search!
- Stay abreast and up to date with the changes in social media, find out how to expand who you know to work prospects using LinkedIn and Twitter

"LinkedIn for people you know. Facebook is for people you used to know. Twitter is for people you want to know." Unknown

Resume Workshop: (1 day)

- Have a clear job objective and be ready to job search to gain the most from this workshop
- **AM – Instructional:** How to build a solution focused resume that matches your skills to the employer's needs

PM – Work Period: Work on your individual resume with a facilitator's direction and input to fine tune your resume

Interview Skills: (2hours)

- Preparing for the Interview
- What and how to answer interview questions
- What questions employers can't ask
- What questions you should ask



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What is this?

A QR Code is a unique bar code that lets customers - and potential customers - instantly learn more about a business, by visiting a mobile version of the business on any supported phone.



Funded in whole or in part through the Canada-British Columbia Labour Market Development Agreement