

February

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Accessing the Hidden Job Market (9:00am - 12:00pm)	2 Second Career Information Session 1 (1:30pm - 3:00pm) 	3
6	7	8	9 What Employers Want (9:00am - 11:30am)	10 
13	14 IMPRESS Customer Service Certification (9:00am - 12:00pm) 	15 Job Search Planning Workshop (9:00am - 11:30am)	16	17
CLOSED 20  for Family Day	21 Targeting Your Resume (1:30pm - 4:00pm)	22 Secrets of Monster & Workopolis (10:00am - 12:00pm)	23 Second Career Information Session 2 (1:30pm - 3:00pm)	24
27	28 Interviews That Impress (9:00am - 12:00pm)	29 Making Work "Work" For You (1:30pm - 4:00pm)		

See reverse for workshop details →

To register for any of the following events in Milton, please call: 905-693-8458 ext. 101

Event	Event Description	Date	Time
Accessing the Hidden Job Market	Experts say only 20% of job openings are advertised. How do you access the rest? Learn how to create a Job Seeker Summary, effectively network, use the phone to find jobs, and other strategies.	Feb 1	9:00am – 12:00pm
Second Career Information Sessions	Learn more about the Second Career program including eligibility requirements and financial information.	Feb 2 & 23	1:30pm – 3:00pm
What Employers Want	More details about what exactly employers are looking for in an employee. A lot of the information shared in this workshop is from employers we are working with.	Feb 9	9:00am – 11:30am
IMPRESS Customer Service Certification	Employment in today's workforce is largely service-based, and that requires exceptional customer service skills. Learn the techniques that the experts use and receive a Certificate.	Feb 14	9:00am – 12:00pm
Job Search Planning Workshop	Refresh your job search by learning these important job search strategies.	Feb 15	9:00am – 11:00am
Targeting Your Resume	Make your resume stand out by targeting it and using relevant accomplishment statements.	Feb 21	1:30pm – 4:00pm
Secrets of Monster & Workopolis	An industry expert will share the secrets behind these powerful online job search websites and how to get your resume in front of the employer every time.	Feb 22	10:00am – 12:00pm
Interviews That Impress	Do you find Interviews challenging? Wonder how to answer questions and make a great impression? Attend this session to learn how to have an effective interview experience.	Feb 28	9:00am – 12:00pm
Making Work "Work" for You	What do employers see as a good attitude? What happens when there is a conflict at work? Learn how to deal with difficult situations at work and how to stand out.	Feb 29	1:30pm – 4:00pm

Important Note:

In the event of bad weather, please listen to your local radio stations or check www.hdsb.ca for Halton Region school closures. If the schools in Halton Region are closed, The Centre will also be closed.

Georgetown	Burlington	Oakville	Milton	Clarkson
184 Guelph St. 905-702-7311 x109	860 Harrington Cr. 905-333-3499 x140	465 Morden Rd., Unit 109 905-845-1157 x121	550 Ontario St. S., Unit 204 905-693-8458 x101	2225 Erin Mills Pkwy, unit 1200 905-855-6933 x101
Monday: 8:30am - 7pm	Mon, Tues, Thurs, Fri:	Mon, Wed, Thurs, Fri:	Monday: 8:30am - 7pm	Monday: 8:30am - 7pm
Tuesday – Friday: 8:30am – 4:30pm	8:30am – 4:30pm Wed: 8:30am – 7pm	8:30am – 4:30pm Tuesday: 8:30am - 7pm	Tuesday – Friday: 8:30am – 4:30pm	Tuesday – Friday: 8:30am – 4:30pm