

# February 2012

Monday	Tuesday	Wednesday	Thursday	Friday
		1  Second Career Information Session (1:30pm - 2:30pm)	2	3
6	7	8	9  Introduction to Resumes (9:00am - 12:00pm)	10
13	14	15  Accessing the Hidden Job Market (9:00am - 12:00pm)  Second Career Information Session (1:30pm - 2:30pm)	16  Interviews That Impress (9:00am - 12:00pm)	17
20  <b>CLOSED FAMILY DAY</b>	21  Introduction to Resumes (9:00am - 12:00pm)	22  Targeting Your Resume (1:00pm - 4:00pm)	23  Social Networking & your Job Search (1:30pm - 3:30pm)	24
27  Impress Customer Service (12:30pm - 3:30pm)	28  Managing on a Budget (10:00am - 12:00pm)	29  Accessing the Hidden Job Market (9:00am - 12:00pm)  Second Career Information Session (1:30pm - 2:30pm)		

PLEASE CALL TO REGISTER 905-845-1157 EXT 121  
OR EMAIL [LENTERNJ@THECENTRE.ON.CA](mailto:LENTERNJ@THECENTRE.ON.CA)

# OAKVILLE EMPLOYMENT SERVICES

Burlington \* Oakville \* Clarkson \* Milton \* Georgetown  
www.thecentre.on.ca

**To register for any of the Oakville events please call (905) 845-1157 x121. Space is limited!**

Event	Event Description	Date	Time
<b>Second Career Information Session</b>	Learn more about the Second Career program including eligibility requirements and financial information.	Feb 1	1:30pm-2:30pm
		Feb 15	1:30pm-2:30pm
		Feb 29	1:30pm-2:30pm
<b>Accessing the Hidden Job Market</b>	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 15	9:00am - 12:00pm
		Feb 29	9:00am- 12:00pm
<b>Interviews That Impress</b>	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 16	9:00am - 12:00pm
<b>IMPRESS Customer Service Certification</b>	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 27	12:30pm - 3:30pm
<b>Introduction to resume writing</b>	Does your resume get you interviews? Does your resume need updating? Writing a resume for the first time? Come and learn how to get noticed with these resume essentials.	Feb 9	9:00am - 12:00pm
		Feb 21	9:00am - 12:00pm
<b>Targeting your Resume</b>	Make your resume stand out by targeting it, and using relevant accomplishment statements. <ul style="list-style-type: none"> <li>Requirement: please bring your resume and 5 to 10 sample job postings related to your goal.</li> </ul>	Feb 22	1:00pm - 4:00pm
<b>Social Networking &amp; Your Job Search</b>	Introduction to social networking including LinkedIn and Twitter and how it can improve networking, job search and career success.	Feb 23	1:30pm-3:30pm
<b>Managing on a Budget</b>	What you need to know about managing on a limited budget.	Feb 28	10:00am-12:00pm

<b>Burlington</b> 860 Harrington Court  905-333-3499 x140 Mon - Fri 8:30am - 4:30pm Wed 8:30am - 7pm	<b>Oakville</b> 465 Morden Rd Unit 109 905-845-1157 x121 Mon - Fri 8:30am - 4:30pm Tue 8:30am - 7pm	<b>Clarkson</b> 2225 Erin Mills Pkwy Unit 1200 (905) 855-6933 x101 Mon 8:30am – 7pm Tue - Fri 8:30am – 4:30pm	<b>Milton</b> 550 Ontario St S Unit 204 905-693-8458 x101 Mon 8:30am- 7:00pm Tue - Fri 8:30am – 4:30pm	<b>Georgetown</b> 184 Guelph St.  905-702-7311 x109 Mon 8:30am – 7:00pm Tue - Fri 8:30am - 4:30pm
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