Task Title: Employment Workshop Calendar

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: In this task, a learner is asked to respond to questions relating to a workshop calendar from an Employment Services organization.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2
- Find and Use Information/Interpret documents/A2.2

Materials Required:

- Pen/pencil and paper and/or digital device

Learner Information

When searching for a job, or looking at courses related to your hobbies or interests, you may need to review workshop calendars to find the best options.

Scan the "**Career Solutions Monthly Calendar for March 2025**".

Task Title: EmploymentWorkshopCalendar_E_A1.2_A2.2

career solutions

March 2025

Monday	Tuesday	Wednesday	Thursday	Friday
3 Resume Writing 9:30 - 12:00 Cover Letters That Work 1:00 - 3:30	4 Hidden Job Market 9:30 – 12:00 Hidden Job Market LinkedIn 1:00 – 3:30	5 Do What You Are Part 1 9:30 – 12:00 Do What You Are Part 2 1:00 – 3:30	6 Labour Market Part 1 9:30 – 12:00 Labour Market Part 2 1:00 – 3:30	7 Learning Centres Skills Inventory 1:00 PM
10 Career Decision Making Day 1 9:30 - 3:30	11 Career Decision Making Day 2 9:30 - 3:30	12 Interviewing Day 1 of 2 9:30 - 3:30	13 Interviewing Day 2 of 2 9:30 - 3:30	14 GIS Info Session 9:30 – 11:30 Learning Centres GEORGIAN Georgian College & Learning Centre Info Session 1:00 PM
17 Closed for Family Day 	18	19 Do What You Are Part 1 9:30 – 12:00 Labour Market Part 1 1:00 – 3:30	20 Do What You Are Part 2 9:30 – 12:00 Labour Market Part 2 1:00 – 3:30	21 Empower Your Future Ontario Works 10:30 AM Service Canada Service Canada Info Session 1:30PM
24 Resume Writing 9:30 - 12:00 Self-Esteem & the Job Search Part 1 1:00 - 3:30	25 Cover Letters That Work 9:30 – 12:00 Self-Esteem & the Job Search Part 2 1:00 -3:30	26 Career Decision Making Day 1 9:30 - 3:30	27 Career Decision Making Day 2 9:30 - 3:30	28

Learner Copy

You begin here:

☐ ***GIS – Starting Points***

Don't know where to begin or interested in learning more about government funded programs? This general information session will give you an idea of where to start. The 7 steps to job search success will be our guide as we review what is needed in today's competitive job market as well as the programs that could be available to assist you.

Are you considering re-training, self-employment or not sure what type of work you are interested in?

☐ ***2 – Day Career Decision Making***

✓ Designed for clients who are exploring career options and possibly considering re-training
✓ Several assessment tools are used to assist you in determining the best fit for your needs

☐ ***Do What You Are – Part 1 & Part 2*** *(*We advise that you should take Career Decision Making prior)*

✓ Understand your strengths and what makes you unique
✓ Learn about your "TYPE" and what occupations and fields are the best fit for you
✓ Explore assertive communication in job search and interviewing that impact your chances for being hired

☐ ***Labour Market – Part 1 & 2***

✓ Find the information you need to make decisions that will affect your job search, career exploration and help to complete training plans
✓ Use resources such as the internet, published articles, newspapers and reports to do your research

Are you job searching and know the type of work you want?

☐ ***Cover Letters that Work***

✓ Use words that serve as your voice and communicate your style
✓ Learn techniques for writing concise, effective letters that entice employers to call you for an interview

☐ ***Resume Writing***

✓ Resume styles to best demonstrate your skills to create your professionally targeted resume to get you the interview

☐ ***Interviewing for Success – 2 Days***

✓ Learn about the different types of interviews and preparation strategies
✓ Discover techniques employers use to find out more about you and how to read and use your body language to your advantage!
✓ Respond effectively to standard and behavioural interviewing questions

☐ ***Discover the Hidden Job Market***

✓ Receive the inside scoop on job openings
✓ Get the information about occupations from credible sources by performing **Information Interviews** and using **Social Media** to assist you with your job search efforts
✓ Become effective at networking by creating your own style to suit your personality

☐ ***Self-Esteem & the Job Search - Part 1 & Part 2***

✓ Jack Canfield, author of the Chicken Soup books: This inspiring workshop employs a combination of video viewing, group interaction, and written self-exploration. Find encouragement to take charge of your job search, build a strong support, system, and connect with the people and resources that can help you make the employment changes that are right for you and your life.

☐ ***Stress Management During Employment Transitions***

✓ Current information and practical advice to help you understand job search transition stressors, their emotional and physical consequences, and positive coping mechanisms
✓ Presented in a fun and relaxing manner, this workshop provides you with tools you can use to feel empowered to face the challenges of employment transitions

☐ ***Staying Employed in Turbulent Times***

✓ Learn what skills employers have identified as most important to them
✓ Discover the critical skills you need to enter, stay in and progress in the workplace – whether you are self-employed or working for others

☐ ***Skills Inventory***

✓ Basic skills assessment for academic skills, life skills and workplace essential skills

Work Sheet

Task 1: What is the month on the calendar?

Answer:

Task 2: What dates are the resume writing workshops offered?

Answer:

Task 3: List two of the two-part workshops.

Answer:

Task 4: What employment-related topics are two full-day workshops?

Answer:

Task 5: Which two-part workshop promotes finding a job that reflects your personal interests?

Answer: