

## EMPLOYMENT WORKSHOPS

### JANUARY 2022

Our workshops are open to all registered participants.  
Your Employment Counselor can enroll you in the workshops.  
**If you are not registered with us, please call (306) 352-3521.**

#### Jan 4 - 7

Targeted Resume Development	Jan 4 - 7	1:00 pm - 3:00 pm
Competency-Based Cover Letter Writing	Jan 4 - 6	1:00 pm - 3:00 pm
Customer Service English	Jan 5 - 7	9:30 am - 12:30 pm
Job Search Workshop	Jan 4 - 6	6:00 pm - 8:30 pm

#### Jan 10 - 14

Strategic Job Search & Networking	Jan 10 - 13	9:30 am - 11:30 pm
Advance Interview Skills	Jan 10 - 14	1:00 pm - 3:00 pm
Workplace Culture & Communication	Jan 11 - 14	1:00 pm - 3:00 pm
Excel Level 1	Jan 10 - 13	6:00 pm - 9:00 pm

#### Jan 17 - 21

Targeted Resume Development	Jan 17 - 21	9:30 am - 11:30 am
MS Word Fundamentals for Employment	Jan 17 - 21	1:00 pm - 3:00 pm
Cover Letter Workshop	Jan 17 - 20	1:00 pm - 3:00 pm
Excel Level 2	Jan 17 - 20	6:00 pm - 9:00 pm

#### Jan 24 - 28

Beginner Linked In	Jan 24 - 26	9:30 am - 12:30 pm
Advanced Interview Skills	Jan 25 - 28	1:00 pm - 3:00 pm
Right & Responsibilities in the Workplace	Jan 24 - 27	1:00 pm - 3:00 pm
Interview Workshop	Jan 24 - 26	6:00 pm - 8:30 pm

**Language Proficiency Requirements:** Day-time workshops require CLB 5+ and evening workshops require CLB 3+

**Eligibility:** Programs are accessible to all newcomers to Canada (focusing on, but not limited to, newcomers within the past 5 years), aged 16 and over, who experience cultural and/or language/literacy barriers to employment.