

Worx Workshop Schedule

January/2013

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
	Closed			
7	8	9	10	11
Basic Computer Skills 1pm – 3pm	Basic Internet Skills 1pm – 3pm	Work Search Strategy 1pm – 3pm	Interview Prep 10am – 3pm	
14	15	16	17	18
Overcoming Barriers 1pm – 3pm	Basic Email Skills 1pm – 3pm	Resume and Cover Letter 1pm – 3:30pm	Career Planning 1pm – 3pm	
21	22	23	24	25
Communication /Conflict in the Workplace 1pm – 3pm	RBC 1pm – 3pm	Disclosure in the Workplace 10am – 12pm	Interview Prep 10am – 3pm	
28	29	30	31	
Basic Computer Skills 10am – 12pm	Networking 1pm – 3pm	Basic Internet Skills 10am – 12pm	Basic Email Skills 1pm – 3pm	
Work Search Strategy 1pm – 3pm		Home Depot 1pm – 3pm		

To register for a workshop, or for more information, please contact:

Mick Boisselle
403-387-6025
mick.boisselle@prospectnow.ca

For TTY:
403-273-2916
Text Message:
403-464-3375

When registering, please indicate any accommodations you may need to access the workshop.

Basic Computer Skills

Monday, Jan 7 1:00 – 3:00pm

Monday, Jan 28 1:00 – 3:00pm

Have little or no skill with computers? Wanting to learn the very basics that you will need to operate a computer? Then sign up now for our Basic Computer Skills Workshop! In this workshop, participants will gain basic skills that will allow them to start their computer learning, such as general terminology. Beginner Microsoft Word skills are also covered. Attendance is limited, so register early!

Basic Internet Skills

Tuesday, Jan 8 1:00 – 3:00pm

Wednesday, Jan 30 10am – 12pm

In our Basic Internet Skills Workshop, participants will gain the basic skills needed to search the internet for job sites, how to research a company and other internet skills that will help them with their independent job searches. There will be an opportunity for participants to create an email address, if they do not already have one. Attendance is limited, so register early!

Work Search Strategy

Wednesday, Jan 9 1:00 – 3:00pm

Monday, Jan 28 1:00 – 3:00pm

Looking for a job? Not sure how to do a complete job search? Our Work Search Strategies Workshop will show participants best practices and various job search strategies to help make their own independent job search successful! Participants will also be able to use this opportunity to start networking with their peers.

Interview Prep

Thursday, Jan 10 10:00am – 3:00pm

Thursday, Jan 24 10:00am – 3:00pm

Participants will learn the techniques to preparing for an effective interview. The facilitator will discuss the different types of interviews and questions asked. You will learn how best to present yourself even before you enter the interview and as you leave the interviewing organization. Make sure you bring a lunch.

Overcoming Barriers

Monday, Jan 14 1:00 – 3:00pm

Myles Himmelreich is a Calgary resident who lives with FASD. Myles struggled throughout school and his early career until he recognized the types of coping mechanisms and strategies that worked best to ensure his success. Myles will share his story and the work he has done to educate his employer on how best to accommodate his invisible disability. Participants will leave understanding how they can apply similar strategies in order to be successful in employment.

Basic Email Skills

Tuesday, Jan 15 1:00 – 3:00pm

Thursday, Jan 31 1:00 – 3:00pm

The dreaded "*Please Email Your Resume To Apply For This Job.*" That one line stops a lot of people from applying to jobs they are a fit for, because they don't know how to send a resume attachment. In this Basic Email Skills Workshop, participants will gain the skills that will help with writing emails and attaching resumes and cover letters. Participants should already have an email address before signing up for this workshop. Attendance is limited, so register early!

Resume and Cover Letter

Wednesday, Jan 16 1:00 – 3:30pm

Participants will be able to identify the successful components of an effective resume and cover letter. The workshop will provide participants with information on what employers look for in resumes, and help them to create a more effective and streamlined resume.

Career Planning

Thursday, Jan 17 1:00 – 3:00pm

Starting your career? Not sure what you would like your career to be? Our Career Planning workshop will allow participants the opportunity to gain valuable insight into what careers are out there for their own skills and likes. Participants will fill out an online assessment that will give them a clear idea on what their career path could be. Attendance is limited, so register early!

Communication/Conflict in the Workplace

Monday, Jan 21 1:00 – 3:00pm

Participants in this workshop will gain knowledge about proper communication in the workplace. This will include how to respond properly to feedback both negative and positive, proper body language and how to respond when conflict arises in the workplace.

Careers at RBC

Tuesday, Jan 22 1:00 – 3:00pm

Joanne Byrne will speak on the types of positions available within RBC and discuss the benefits of working at an RBC branch. Participants will learn about RBC's application process as well as their great work culture. Participants will gain a clearer understanding of the positions available within RBC.

Disclosure in the Workplace

Wednesday, Jan 23 10:00am – 12:00pm

Participants will have the opportunity to review their personal beliefs in regards to their skills and abilities and how these beliefs affects the way they present themselves and live their lives. Participants will learn how to cope and understand their own disabilities with a new sense of purpose and strategies to address them, whether it is a recently acquired disability or one that they have been living with for some time.

Networking

Tuesday, Jan 29 1:00 – 3:00pm

Networking has been described as a very important element in job search. With this in mind we have developed a workshop that will allow participants the opportunity to start networking by meeting their peers and getting to know each other. This workshop will provide participants an environment where they will be able to swap contact information and discuss people and companies they know that are hiring.

Careers at Home Depot

Wednesday, Jan 30 1:00 – 3:00pm

Trena Johannsen will speak on the types of positions available at her location and discuss the benefits of working at Home Depot. Participants will learn about Home Depot's application process as well as their great work culture. Trena will be providing tips on how to ensure their resume is noticed and that they are successful during the interview. Participants will gain a clearer understanding of the retail positions available at Home Depot.

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