

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Call or visit SET to book an appointment with an Employment Consultant</p> 			1	2
5	6	7	8	9
<p>COPSystem Career Measurement® 10:00-3:00</p> <p>Must be referred by an Employment Consultant</p>	<p>Internet Intro 9:00-10:30 ~ Job Search Websites 10:45-12:00</p>	<p>Career Decision Making System® 9:00-11:00</p>	<p>Creating a LinkedIn Account 9:00-10:00 ~ Using LinkedIn 10:30-12:00</p>	<p>Skill Scan Transferable Skills® 9:00-11:00</p> <p>Living with a Budget 9:00-10:30</p>
12	13	14	15	16
<p>Power Interviews 9:00-12:00 ~ Interview Replay 2:00-3:30</p>	<p>Resume Foundations 1:00-4:00</p>	<p>Resume Renovator 9:00-12:00</p>	<p>The Cover Letter Advantage 9:00-12:00</p>	<p>Promote Yourself 1:00-4:00</p>
19	20	21	22	23
<p>Behavioural Interviews 10:00-11:30</p>	<p>Keyboard & Mouse 9:00-10:00 ~ Word® 2007 Basics 10:15-12:00</p>	<p>Digging for Camp Jobs 9:00-12:00</p>	<p>Email: Send Your Resume! 9:00-10:00</p>	<p>Career DVD 9:00-11:00</p>
26	27	28	29	30
<p>STAT HOLIDAY SET is closed</p>	<p>STAT HOLIDAY SET is closed</p>	<p>Skype Interview Preparation 10:00-11:00</p>	<p>Resolving Workplace Conflict 9:00-12:00</p>	<p>Meaningful Work in Midlife & Beyond 9:00-12:00</p>

Amber Education Services
Information Session at SET
Tuesdays, 9:30 AM -11:00 AM
Thursdays, 1:30 PM -3:00 PM

SET is a scent-free environment

Open Monday to Friday
8:30 AM - 4:30 PM
101-155 Skinner St
Nanaimo, BC
250-714-0085

www.set-nanaimo.com

'Building Futures Together'

Funded in whole or part through the
Canada-British Columbia Labour Market Development Agreement.

Job Search

Resume Foundations

Review current resume styles and learn how to build an effective resume that emphasizes your strengths.

Resume Renovator

Bring your resume to this hands-on workshop. Learn how to strengthen your resume through impact statements and a modern look.

The Cover Letter Advantage

Grab employers' attention with your cover letters, and ensure employers will want to read your resume and meet you!

Power Interviews

Increase your confidence and build interview skills in a supportive environment. Learn how to highlight your knowledge, abilities and experience to prepare for interviews with prospective employers!

Interview Replay

Review your interview strengths and identify opportunities for improvement through this video-taped mock interview.

Computer

Word® 2007 Basics

Learn the basics of Microsoft WORD® 2007 to produce job search documents. **Familiarity with the mouse and keyboard is required.**

Internet Intro

Learn basic internet skills to locate employment information. Practice "surfing the net" to generate new job leads.

Keyboard and Mouse

Learn basic computer skills with other beginners. Practice using the keyboard and mouse to make you more computer savvy.

Email: Send Your Resume!

Do you already have your own email account, but don't know how to send attachments for job search? This is a great way to send resumes to prospective employers.

Job Search Websites

Learn how to locate and use appropriate websites to find employment in Nanaimo.

Career Decision Making, Labour Market Information & Other

Career Decision Making System®

Take this self scored Canadian Interest Survey to discover the most appropriate career cluster matches and learn how to find more information on suggested job titles.

COPSystem Career Measurement®

Take interest and values inventories and an aptitude test to learn the grouping of career fields that would best suit you. **Must be referred by an Employment Consultant.**

Creating a LinkedIn Account

Register for LinkedIn, the most used online business networking site. Create your profile. **Access to a valid email required.**

Using LinkedIn

Learn how to use LinkedIn for online business networking and job search. **Access to a previously created LinkedIn account required.**

SkillScan® Transferable Skills

64 cards define each skill and relate it to one of seven skill categories. The SkillScan® card sort helps to identify strengths and transferable skills.

Promote Yourself

Stand out from the crowd through personal branding. Develop short, unique statements for cover letters, resumes, and interviews to make you unforgettable.

Digging for Camp Jobs

Learn where well paid remote camp jobs are offered and the types of positions available. Find out how to prepare and apply. Explore the benefits and challenges.

Living with a Budget

Develop an understanding of budgeting and create your own budget using a free online tool.

Skype Interview Preparation

Learn how to prepare for interviews on Skype.

Resolving Workplace Conflict

Learn how to deal effectively with conflict: understand conflict styles, sources, and tools to overcome conflicts.

Meaningful Work in Midlife & Beyond

Identify priorities, clarify your core values, draft a mission statement, and create a card to guide future decisions.

Behavioural Interviews

Learn how to interview effectively by sharing your experiences using the STAR method.

All workshops require advance registration. If you have booked a seat, but are not able to attend, please call 250-714-0085.