

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Call or visit SET to book an appointment with an Employment Consultant</p> 		<p>1</p> <p>Resume Renovator 9:00-12:00</p>	<p>2</p> <p>The Cover Letter Advantage 9:00-12:00</p>	<p>3</p> <p>Motivational DVD 2:00-3:00</p>
<p>6</p> <p>Self-Assessment: Interview Style Inventory</p>	<p>7</p> <p>SkillScan® Transferable Skills 10:00-11:30</p>	<p>8</p> <p>Promote Yourself 1:00-4:00</p>	<p>9</p> <p>Prioritizing Career Values 10:00-11:30</p>	<p>10</p> <p>Resume Foundations 9:00-12:00</p>
<p>13</p> <p>Power Interviews 9:00-12:00</p>	<p>14</p> <p>Self Assessment: Transferable Skills Scale</p>	<p>15</p> <p>Self-Assessment: Work Smarts</p>	<p>16</p> <p>Networking Works! 10:00-11:30</p>	<p>17</p> <p>Self-Assessment: Career Personality Inventory</p>
<p>20</p> <p>Interview Replay 10:30-12:00</p>	<p>21</p> <p>Resume Accomplishment Statements 2:00-3:30</p>	<p>22</p> <p>Digging for Camp Jobs 10:00-12:00</p>	<p>23</p> <p>COPSystem Career Measurement 9:00-12:00</p>	<p>24</p> <p>Motivational DVD 10:30-11:30</p>
<p>27</p> <p>Power Interviews 9:00-12:00</p>	<p>28</p> <p>Resume Basics 2:00-3:30</p>	<p>29</p> <p>Self-Assessment: Work Motivation Scale</p>		

**Amber Education Services
Information Session at SET**

Tuesdays, 9:30 AM
Thursdays, 1:30 PM

SET is a scent-free environment

www.set-nanaimo.com

**Open Monday to Friday
8:30 AM- 4:30 PM**

101-155 Skinner St
Nanaimo, BC
250-714-0085

Job Search

Resume Foundations

Review current resume styles and learn how to build an effective resume that emphasizes your strengths. No experience necessary.

Resume Renovator

Bring an electronic copy of 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. Increase your confidence for your next interview.

Assessments

Self-Assessment: Interview Style Inventory

Drop into SET on February 6th to pick up a tool that will help you learn about your interview style. Explore your strengths and weaknesses and improve your interviews.

Self-Assessment: Transferable Skills Scale

Drop into SET on February 14th to pick up a tool that will help you match your personal style with groups of jobs. Discover which jobs might be the best fit for you.

Self-Assessment: Work Smarts

Drop into SET on February 15th to pick up a tool that will describe multiple intelligences and how they can help you choose your next occupation.

Self-Assessment: Career Personality Inventory

Drop into SET on February 17th to pick up a tool that will determine your personality and learning style. Find out which occupations might work best for you.

Self-Assessment: Work Motivation Scale

Drop into SET on February 29th to pick up a tool that will look at work motivators. Prioritize your work values and identify your work motives to help you choose a job.

Career Decision Making, Labour Market Information & Other

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.

Networking Works!

Learn how to network and to tap into the 'hidden job market.' Build confidence as you practice new techniques in a supportive environment.

Prioritizing Career Values

Prioritize your career values using the Knowdell® Career Values Card Sort, and make career choices right for you.

Resume Accomplishment Statements

Learn how to write powerful accomplishment statements that will make your resume stand out. Bring your resume, if you already have one.

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.

Resume Basics

Plan your resume on paper. Learn about what should and shouldn't be included and decide how to present your education, skills and experience in a resume.

Advance registration required. If you have booked a seat, but are not able to attend a workshop, please call 250-714-0085.