

# JOB SEARCH WORKSHOPS



Job Search workshops provide you with information and skills to guide you in your job search and find the position that suits your background and needs. The workshops are designed to help job seekers enhance their job search skills, develop effective resumes and cover letters that appeal to Canadian employers, enhance interview skills, develop effective job search strategies, develop an understanding of Canadian workplace culture.

Job search workshops are offered in select first languages (Amharic, Arabic, Dari, Chinese, Farsi, Filipino, Hindi, Punjabi, Pashto, Spanish, Sudanese, Tigrinya, and Vietnamese) and in English.

## Topics include:

- Career and Education Planning
- Analyzing Skills and Establishing Job Objectives
- Labour Market Information
- Resume Writing and Critiquing
- Cover Letters
- Interview Preparation and Practice
- Practical Networking and Social Media
- Job Search Strategies and Employer Connections
- Canadian Employers' Expectations
- Workplace Soft Skills and Essential Skills
- Online Job Application
- Computer Skills for Job Search
- Understanding Employment Insurance
- Alberta Employment Standards
- Occupational Health and Safety

## Registration Requirements:

- Must book an appointment with a Career Practitioner
- Legally entitled to work in Canada
- Unemployed or underemployed and looking for a job or training

## Job Search Workshop Schedule:

- English workshops
  - » 2 and 3 weeks of every month: Monday to Friday from 9:00 am to 4:00 pm.
- First language workshops
  - » select days and times (please see a Career Practitioner for the weekly schedule).

Funded by: Seniors, Community and Social Services (SCSS)

Canada

Alberta

To register, please contact your career practitioner or call 403-569-3325 or stop by our front desk to book an appointment with a career practitioner