

IPS Action Centre
Employment Service On-Site Sessions – Jan 27, 2020 to Feb 26, 2020

Date	Time	Session	Agency	Contact Information
Mon Jan 27	1 to 3	Resume & Cover Letter	VPI	
Wed Jan 29	10 to 12	Interview Skills	VPI	
Mon Feb 3	1 to 3	Second Career	DRUHC	
Wed Feb 5	10 to 12	Resume & Cover Letter	YMCA	
Mon Feb 10	1 to 3	Interview Skills	COFRD	
Wed Feb 12	10 to 12	Job Search Strategies	JHS	
Tues Feb 18	1 to 3	Budget Management	DRUHC	
Wed Feb 19	10 to 12	Self-Employment	BACD COFRD	
Mon Feb 24	1 to 3	Second Career	DC	
Wed Feb 26	10 to 12	Resume & Cover Letter	Agilec	

RESUME and COVER LETTER – Monday, January 27, 2020 – 1 p.m. to 3 p.m.

In this workshop, participants will learn about the components of a resume, and which type of resume is best suited for them. We will assist participants with identifying their skills set using descriptive and dynamic wording, as well as targeting their resume using key words from a job posting. Participants will be guided through the process of job searching in a changing and advancing job market, amid the prevalence of online job search sites/application portals. Participants will leave with a comprehensive knowledge of resume development, as well as tools and skills that can be applied to future job applications.

INTERVIEW SKILLS – Wednesday, January 29, 2020 – 10 a.m. to 12 noon

We'll present a comprehensive guide to interviewing. We'll discuss technological advancements that have erased distance by using media platforms such as Skype, along with how to prepare and sell your skills regardless of platform. Commonly used assessment tools and interview types will be reviewed along with immediately useful tips that can adapt from the top Canadian Career Services sources.