

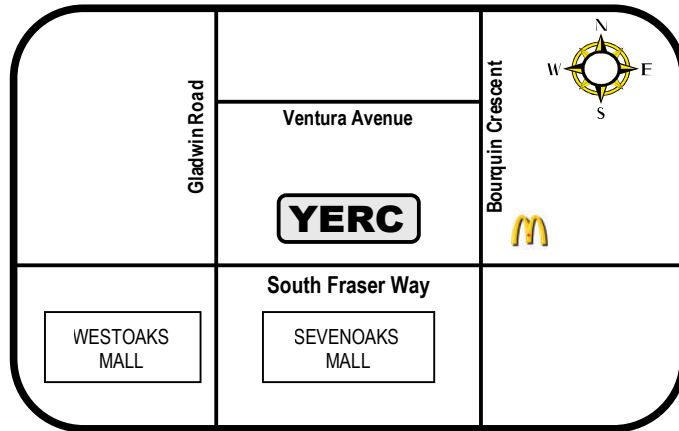
Office Hours
Monday-Friday
9:00am-4:00pm



YOUTH EMPLOYMENT RESOURCE CENTRE

Your Starting Point on the Road to Employment

WORKSHOPS



101 – 32883 South Fraser Way



The Government of Canada has contributed funding to this initiative.

101 – 32883 South Fraser Way
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MANAGING CHANGES

Wednesdays @ 9:30-10:30

We live in an ever-changing society! You can believe that change will harm you and resist it OR you can believe that change will help you and embrace the change. You will be given the opportunity to evaluate how you feel about and manage change, if you embrace change by recognizing the signals of change and prepare for change in the work place or personal life.

APPLICATION FORMS AND JOB LEADS

Wednesdays @ 10:30-11:30

Completing application forms can be frustrating. Unfortunately it may be the first impression an employer receives. This session will outline the do's and don'ts of completing application forms. It will also outline sources of job leads and how to respond effectively to advertising.



EMPLOYMENT STANDARDS ACT – KNOW YOUR RIGHTS AND RESPONSIBILITIES

Wednesdays @ 1:30-2:30

You need to know your rights and responsibilities as an employee. The Employment Standards Act answers many questions such as: When can I expect to be paid? Is an employer required to pay for job orientation, training or meetings? What do I do if I feel I have been treated unfairly? Also included in this session is assistance navigating on-line self-help kit.

WHAT'S HOT & WHAT'S NOT – LABOUR MARKET INFORMATION

Wednesdays @ 2:30-3:30

Not sure what you want to do? Find out about the latest job market trends and what training and skills are the most in demand. This informational session will help you obtain current labour market information by accessing electronic library of labour market and employer information, as well as access to staff's extensive LMI knowledge.

COMMUNICATION SKILLS

Thursdays @ 9:30-10:30

One of the most basic skills needed in the work place is the ability to communicate well with your boss and associates. We will look at vital components of communication, levels of communication and blocks to communication. Finally, we will discuss the key to communication and examine how well your communication skills really are.



INTERVIEW SKILLS

Thursdays @ 10:30-11:30

You just landed an interview for a seemingly wonderful job! Now what? Successful interviewing will be essential in order for you to lock in an offer. This session will give tips and strategies for effective interviewing from preparation through delivery. Let's start with an overview of the keys to positive interviewing.

MOCK INTERVIEWS

Mondays or Thursdays



Once you know the basics – it is time to put them into action. This session includes an actual interview with a professional who understands the importance of making a positive impression. This workshop will conclude with an opportunity to debrief your interview experience and even receive hiring recommendation based on performance.

PERSONALITY TYPES – UNDERSTANDING YOURSELF

Thursdays @ 1:30-2:30

Discover what type of person you are: thinking or feeling, sensing or intuitive, judging or perceiving? Do you know if your nature is more guardian, idealist, rationalist or artisan? Understanding yourself will help you to function in the workplace and in relation to others around you. You will know what type of job you will best succeed in and the effects of preferences in work situations.



CONFLICT IN THE WORKPLACE

Thursdays @ 2:30-3:30



There are few guarantees in life, however you are guaranteed that at some point you will face conflict in the work place! The question is "how will you handle it?" Together we will look at some causes of conflict at work; how you react in conflict; methods of resolving conflict; what method is best for certain situations; and practice a "No-Lose" method of conflict resolution.