

# WORKSHOP MENU

**All of the following FREE workshops are delivered by qualified employment staff.  
Content and time frames of all workshops can be tailored to meet specific group needs.**

<b>WRITE A GREAT RESUME</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Helpful hints for writing and improving resumes</li> <li><input type="checkbox"/> Learn what employers look for</li> <li><input type="checkbox"/> Fun and interactive activities for basic or advanced levels</li> </ul>	60-90 minutes
<b>THINKING ABOUT YOUR FUTURE</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Learn what's hot and what's not</li> <li><input type="checkbox"/> Explore alternative ways to work in today's labour market</li> <li><input type="checkbox"/> Apprenticeship information</li> <li><input type="checkbox"/> Career Assessment Activities</li> </ul>	60-90 minutes
<b>CUSTOMER SERVICE</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Explore who your customers are</li> <li><input type="checkbox"/> Learn how to provide quality customer service in specific work environments</li> </ul>	60-150 minutes
<b>ACE THE INTERVIEW</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Learn how to prepare for an interview</li> <li><input type="checkbox"/> Tips on handling difficult questions</li> <li><input type="checkbox"/> Role play interview in small groups or one on one with trained staff</li> </ul>	60-120 minutes
<b>JOB SEARCH STRATEGIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> How to network and cold call effectively</li> <li><input type="checkbox"/> Informational interviews as a job search tool</li> <li><input type="checkbox"/> Getting organized and clarifying job goals</li> </ul>	60-90 minutes
<b>KEYS TO WORKPLACE SURVIVAL</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Learn about employee rights and responsibilities at work</li> <li><input type="checkbox"/> Basic Health and Safety</li> <li><input type="checkbox"/> What to expect on the first day</li> <li><input type="checkbox"/> How to get along with supervisors, be successful and enjoy work more</li> </ul>	60-90 minutes
<b>YOUNG WORKER AWARENESS PROGRAM</b> <small>IAPA Work Safety Session</small>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Introduction to workplace health and safety issues</li> <li><input type="checkbox"/> Legal rights and responsibilities in the workplace</li> <li><input type="checkbox"/> Responsibilities of employers and supervisors</li> <li><input type="checkbox"/> Workplace hazards and how to reduce &amp; eliminate dangers</li> </ul> <p style="text-align: center;"><i>This workshop is coordinated with IAPA</i></p>	60-90 minutes
<b>PERSONALITY DIMENSIONS®</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Learn about different personality types</li> <li><input type="checkbox"/> See how to use your type in career planning</li> <li><input type="checkbox"/> Discuss teamwork and communication styles</li> </ul> <p><i>Personality Dimensions is a registered trademark of Career/LifeSkills Resources Inc. * There may be a small fee for this workshop*</i></p>	150+ minutes

- ⇒ To book a workshop please contact Joy MacDonald at 519-823-2818 [or jmacdonald@2ndchance.ca](mailto:jmacdonald@2ndchance.ca)
- ⇒ 2<sup>nd</sup> Chance staff will set-up and staff an information booth or display board at career fairs
- ⇒ Tours of any 2<sup>nd</sup> Chance site can also be arranged
- ⇒ If you have a special request, please ask!

**Programmes funded by:**