

July 2010 Calendar of Events

The Centre for Skills Development & Training

www.thecentre.on.ca * 905-333-3499

Continuous Intake	
Event	Description
Doorways: Essential Skills for the Workplace BURLINGTON	Need to improve your reading, writing or math skills? Free upgrading is available! Prepare for employment, the trades, the GED, the mature students' test, or further training and education. Daytime or evening classes are available (currently running on summer schedule). Free academic assessment service also provided. For more information or to set up an appointment please call 905-333-3499 x132 or email doorways@thecentre.on.ca .
LINC/ESL Classes	LINC summer school program begins July 5 th to August 20 th . To register please call 905-693-8103 x201.
Computer Basics BURLINGTON	12-hour, daytime course to learn the basics of Windows XP, MS Word and Excel. Starts Tuesday, July 6th. For more information, call 905-333-3499, x 128 or e-mail corporate@thecentre.on.ca

Program/Event	Description	Important Dates
Career Explorations BURLINGTON	Learn about this FREE 5 day program to help you get the career direction you need. Call 905-333-3499 x103.	Program starts: July 5 Information Session: July 7 (9 – 12pm)
Career Explorations MILTON	Learn about this FREE 5 day program to help you get the career direction you need. Call 905-333-3499 x103.	Program starts: July 12
ELT “Enhanced Language Training”	Accepting registrations for the ELT daytime program (Burlington) and the ELT <i>Your Way</i> program (Milton). Call Grace at 905-333-3499 x 264.	ELT starts: August 12 Your Way starts: July 28
Get In Gear Skilled Trades Program BURLINGTON	Free 12-week “Get in Gear” Skilled Trades Program for youth ages 17-30. Call 905-333-3499 x182 to register.	Information Sessions: July 6, 13, 15, 20 & 22
Job Search Workshops MILLCROFT	FREE! The JSW Program offers short-term pre-employment workshops designed especially for newcomers. Call 905-336-5444 ext.101.	Program starts: July 5
Job Search Workshops MILTON	FREE! The JSW Program offers short-term pre-employment workshops designed especially for newcomers. Call 905-693-8103 x207.	Program starts: July 20
Networking and Cold Calling in Action OAKVILLE	An intensive, results focused, NO FEE session for unemployed adults who are committed to finding work now! Runs 1 full day and 4 consecutive 1/2 days. Call 905-845-1157 x101 for more information	Programs start: July 5 & 12
Sound Bytes Speaker Series OAKVILLE	FREE! “Selling Yourself in an Interview” with Kelley Robertson Call 905-845-1157 x101 to register.	July 21 (9:30 – 11:30 am)
Trades General Info Session BURLINGTON	Register to learn more about our Skilled Trades programs! We offer training in Construction, Electrical, Home Renovations, Machinist, & Millwright trades. Call 905-333-3499 x 121 to reserve a seat.	Information Sessions: July 8 (5:30 – 7:30 pm) July 28 (3:00 – 5:00 pm)

EMPLOYMENT RESOURCE CENTRES

Burlington * Oakville * Milton * Georgetown

Burlington

860 Harrington Crt.
905-333-3499 x140
Monday - Friday
8:30am - 4:30pm

Oakville

465 Morden Rd., Unit 109
905-845-1157 x121
Monday - Friday
8:30am - 4:30pm

Georgetown





184 Guelph St.
905-702-7311 x109
Monday - Friday
8:30am - 4:30pm

Milton

550 Ontario St. S., Unit 204
905-693-8458 x107
Monday - Friday
8:30am - 4:30pm

Event	Event Description	Where	Date	Time	Call to register:
Resume Help at the Library	A Career Information Specialist will be on site at a library near you to give expert advice on your resume.	Oakville Library (Glen Abbey Branch)	July 21	12:30-3:30pm	905-845-1157 X121
		Halton Hills Library (Georgetown)	July 13	1:00-4:00pm	905-702-7311 X109
Job Search Planning Workshop	Refresh your job search by learning these important job search strategies.	Burlington	July 14 & 28	2:00-4:00pm	905-333-3499 X140
		Oakville	July 12 & 26		905-845-1157 X121
		Milton	July 8 & 22		905-693-8458 X107
		Georgetown	July 15 July 29	9:30-11:30am 2:00-4:00pm	905-702-7311 X109
Accessing the Hidden Job Market	Learn how to access the hidden job market with an introduction to networking. Tap into the hidden job market and by using resources you may not know you have.	Burlington	July 8 & 22	9:30-11:30am	905-333-3499 X140
		Oakville	July 23		905-845-1157 X121
		Georgetown	July 23		905-702-7311 X109
Work & Your Interests: Making the Connection	How do your career & personal interests connect with your career path or job search goals? Come learn about a popular approach to planning out a satisfying work life.	Burlington	July 14	9:30-11:30am	905-333-3499 X140
			July 30	2:00-4:00pm	
		Oakville	July 12 & 26	9:30-11:30am	905-845-1157 X121
		Milton	July 12 & 26	1:00-3:00pm	905-693-8458 X107
Georgetown	905-702-7311 X109				
Interviews That Impress	Do you find Interviews challenging? Wonder what to wear and how to answer questions. Learn some important secrets to impressive interviews.	Burlington	July 21	9:00-12:00pm	905-333-3499 X140
		Milton			905-693-8458 X107
		Georgetown	July 27	1:00-4:00pm	905-702-7311 X109
		Oakville	July 14 & 29		905-845-1157 X121
Mock Interview Day or Video Mock Interview Day	Reserve your one-to-one appointment with a Career Information Specialist and receive valuable feedback on your interview skills!	Burlington	July 13 & 27	9:00-4:00pm (1 hour sessions)	905-333-3499 X140
		Oakville	July 17		905-845-1157 X121
		Milton	July 23		905-693-8458 X107
		Georgetown	July 29		905-702-7311 X109
Labour Market Research	An Introduction on how to conduct labour market research and informational interviews. For people trying to make career decisions.	Burlington	July 20	9:00-11:30am	905-333-3499 X140
		Oakville	July 13 & 27		905-845-1157 X121
		Georgetown	July 28		905-702-7311 X109
		Milton	July 29		905-693-8458 X107
Occupational Research	An overview of how to research some careers that you would like to know more about. Get familiar with the career software programs, Career Cruising and CHOICES.	Burlington	July 20	1:00-3:30pm	905-333-3499 X140
		Oakville	July 13 & 27		905-845-1157 X121
		Milton	July 29		905-693-8458 X107
		Georgetown	July 28		905-702-7311 X109

July

Monday	Tuesday	Wednesday	Thursday	Friday
			CENTRE CLOSED 1 	2
5	6 	7	8 Job Search Planning Workshop (Milton) Accessing the Hidden Job Market (Burlington)	9
12 Job Search Planning Workshop (Oakville) Work & Your Interests (Oakville, Milton & Georgetown)	13 Resume Help at the Library (Georgetown) Video/Mock Interview Day (Burlington) Labour Market Research & Occupational Research (Oakville)	14 Work and Your Interests (Burlington) Job Search Planning Workshop (Burlington) Interviews That Impress (Oakville)	15 Job Search Planning Workshop (Georgetown)	16 Mock Interview Day (Oakville)
19 	20 Labour Market Research (Burlington) Occupational Research (Burlington)	21 Resume Help at the Oakville Library (Glen Abbey Branch) Interviews That Impress (Milton & Burlington)	22 Job Search Planning Workshop (Milton) Accessing the Hidden Job Market (Burlington)	23 Accessing the Hidden Job Market (Oakville & Georgetown) Mock Interview Day (Milton)
26 Job Search Planning Workshop (Oakville) Work & Your Interests (Oakville, Milton & Georgetown)	27 Interviews That Impress (Georgetown) Video/Mock Interview Day (Burlington) Labour Market Research & Occupational Research (Oakville)	28 Labour Market Research (Georgetown) Occupational Research (Georgetown) Job Search Planning Workshop (Burlington)	29 Mock Interview Day & Job Search Planning Workshop (Georgetown) Labour Market Research & Occupational Research (Milton) Interviews That Impress (Oakville)	30 Work & Your Interests (Burlington) 

Need help?

- Free help with resume, cover letter, interview skills and job search. No appointments - first come, first serve as staffing allows.
- Free faxing, photocopying, computers with Internet, long distance calls to employers, newspapers and more!