

March 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 upgrade your academic skills? FREE upgrading is available! Improve your math, communication/writing or basic computer skills. Prepare for employment, the trades, or pursue further training and education. Day or evening classes are available. Free academic assessment service also provided. For more information contact Christine Prieur at 905-333-3499 x132.
LINC/ESL Classes	To register please call 905-693-8103 x201.
Employment Counselling & Assessments OAKVILLE, BURLINGTON, MILTON & GEORGETOWN	Need help figuring out how to get work that suits you? Daytime appointments available Mon-Fri in all sites and evening appointments on Wednesdays in Georgetown and Milton. Call 905-333-3499 x104 (Burlington/Oakville) or 1-866-260-1175 x101 (Georgetown/Milton).
Language Evening Courses BURLINGTON	Courses in Spanish, Italian, French, Japanese and ASL will begin mid April 2010. Please visit www.thecentre.on.ca for more information or e-mail us at corporate@thecentre.on.ca

Program/Event	Description	Important Dates
Career Explorations BURLINGTON	Learn about this FREE program to help you get the career direction you need. Call 905-333-3499 x103.	Programs start: March 1 & 29 Information Sessions: March 3, 10, 17, 24 & 31 (9 – 12pm)
Career Express MILTON	Learn about this FREE program to help you get the career direction you need. Call 905-333-3499 x103.	Program starts: March 23
Career Explorations MISSISSAUGA	Learn about this FREE 3-week program to help you get the career direction you need. Call 905-276-6336 x101.	Program starts: March 8 Information Sessions: March 3, 10, 17, 24 & 31 (9:30 – 12pm)
Career Possibilities for Newcomers	New class starts at 3233 Brandon Gate Drive in Mississauga. Call 905-405-8118 x101 or email possibilities@thecentre.on.ca	Program starts: March 8 (9:00 am)
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: April 15 Your Way starts: March 30
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.	
Inspirational Speaker, Dick O’Brien BURLINGTON	FREE! Georgetown Room. Call 905-333-3499 x103 to reserve a seat.	March 8 (10:00 – 12:00 pm)
IMPRESS Customer Service Workshop BURLINGTON	This is a one day workshop open to all unemployed. Call 905-333-3499 x102 to register.	March 30 (9:00 – 4:00 pm)
Job Search Workshops MILTON	FREE! The JSW Program offers short-term pre-employment workshops designed especially for newcomers. Call 905-693-8103 x207.	Programs start: March 9 & 22
Job Shop OAKVILLE	Ready to work? This FREE 2-week intensive program focused on hidden jobs is for you! Call 905-845-1157 x101.	Program starts: March 8 Information Sessions: March 4, 18 & 25 (9:30-11:30 am)
Sound Bytes Speaker Series OAKVILLE	FREE! “Perfect Job Interviews” with Judy Suke Call 905-845-1157 x101 to register.	March 3 (9:30 – 11:30 am)
Sound Bytes Speaker Series OAKVILLE	FREE! “Selling Yourself in an Interview” with Kelley Robertson Call 905-845-1157 x101 to register.	March 24 (9:30 – 11:30 am)
Trades General Info Session BURLINGTON	Learn more about our Millwright/Machinist, Electrical & Construction skilled trades training programs! Call 905-333-3499 x 121 to reserve a seat.	Information Sessions: March 11 (5:30-7:30 pm) March 31 (3:00-5:00 pm)
WIST Information Session BURLINGTON	Learn more about the Women In Skilled Trades: Enhanced General Carpentry program. Call 905-333-3499 x 121 to reserve a seat or to get more information.	Information Sessions: March 9 (3:00-5:00 pm) March 22 (5:30-7:30 pm)
Martinrea Information Session MISSISSAUGA	This program offered in partnership with Martinrea International Inc. offers the unique opportunity to train in both the Tool & Die and Millwright trades. For more information call 905-333-3499 x121.	Information Session: March 3 (4:30-6:00 pm) March 17 (4:30-6:30 pm)

EMPLOYMENT RESOURCE CENTRES

Burlington * Oakville * Milton * Georgetown

**Do you need help with your resume or job search?
Free faxing, photocopying, Internet or job searching?**

- Free 30-minute sessions with an employment professional to help with your resume, cover letter, interview skills and job search. No appointment needed. First come, first served.
- Sessions available every Monday, Tuesday & Thursday 9am – 4pm, and Wednesdays 4pm – 7pm. (*7:30 in Burlington)
- Free faxing, photocopying, computers with Internet, long distance calls to employers, daily newspapers and more!

Burlington

860 Harrington Crt.
905-333-3499 x140
Mon/Tue/Thu: 8:30am - 6:30pm
Wednesdays: 8:30am - 8:00pm
Fridays: 8:30am - 4:30pm

Oakville

465 Morden Rd., Unit 109
905-845-1157 x121
Mon/Tue/
Thu/Fri: 8:30am - 4:30pm
Wednesdays: 8:30am - 7:30pm

Georgetown

184 Guelph St.
905-702-7311 x109
Mon/Tue/
Thu/Fri: 8:30am - 4:30pm
Wednesdays: 8:30am - 7:30pm

Milton

550 Ontario St. S., Unit 204
905-693-8458 x107
Mon/Tue/
Thu/Fri: 8:30am - 4:30pm
Wednesdays: 8:30am - 7:30pm

Event	Event Description	Where	Date	Time	Call to register:
Job Search Planning Workshop	Refresh your job search by learning these important job search strategies.	Burlington	Mondays	2:00pm – 4:00pm	905-333-3499 x140
		Oakville	Mondays	2:00pm – 4:00pm	905-845-1157 x121
		Georgetown	Mar 4 & 18	2:00pm – 4:00pm	905-702-7311 x109
			Mar 11 & 25	10:00am – 12:00pm	
Milton	Mar 4 & 18	2:00pm – 4:00pm	905-693-8458 x107		
	Mar 11 & 25	10:00am – 12:00pm			
Labour Market Research Workshop	An introduction on how to conduct labour market research and informational interviews. For people trying to make career decisions.	Milton	Mar 2, 16 & 30	9:00 am – 11:30am	905-693-8458 x107
		Burlington	Mar 9 & 23		905-333-3499 x140
Occupational Research Workshop	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	Milton	Mar 2, 16 & 30	1:00pm – 3:00pm	905-693-8458 x107
		Burlington	Mar 9 & 23		905-333-3499 x140
Computer Tutorial Event	Learn how to use Microsoft Word to create a resume, how to set up a free Email account and how to use the Internet for your job search.	Oakville	Mar 5	9:00am – 12:30pm	905-845-1157 x121
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.	Milton	Mar 3 & 31	2:00pm – 4:00pm	905-693-8458 x107
			Mar 19	9:00am – 11:00am	
		Burlington	Mar 5	9:30am – 11:30am	905-333-3499 x140
			Mar 17	1:00pm – 3:00pm	
Oakville	Mar 18 & 26	9:30am – 11:30am	905-845-1157 x121		
	Georgetown	Mar 26	9:30am – 11:30am	905-702-7311 x109	
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.	Halton Hills Public Library	Mar 9	1:00pm – 4:00pm	905-702-7311 x109
		Milton Library (Main Branch)	Mar 11	1:00pm – 4:00pm	905-693-8458 x107
		Oakville Library (Central Branch)	Mar 17	12:30pm – 3:30pm	905-845-1157 x121
Mock Interview or *Video Mock Interview Day	Reserve your one-to-one appointment with a Career Information Specialist and receive valuable feedback on your interview skills! (<i>*Video only available in Burlington.</i>)	Milton	Mar 5	9:00am – 4:00pm	905-693-8458 x107
		Burlington	Mar 10, *26		905-333-3499 x140
		Oakville	Mar 19		905-845-1157 x121
		Georgetown	Mar 19		905-702-7311 x109