

# EMPLOYMENT SKILLS WORKSHOPS

These workshops are designed to help women identify their strengths, skills, and accomplishments and then match those with occupations/jobs where they would be most suited. The content of this program develops Employability Skills recognized by Industry Canada.

## Workshops include:

- APR 19, 20, 21**      **UNDERSTANDING WORKPLACE BOUNDARIES**  
Understand better what workplace rights and responsibilities you have  
How to more effectively set and keep workplace boundaries with assertive communication
- APR 26, 27, 28**      **FOUNDATIONS OF WORKPLACE CULTURE**  
What does your employer expect from you?  
Who are you working with?  
What is your workplace environment?
- MAY 3, 4, 5**      **INTRODUCTION TO COMMUNICATION SKILLS**  
Understanding the communication process  
Discover how workplace communications affect your work environment  
Explore effective and positive workplace communication
- MAY 10, 11, 12**      **WORKPLACE DIALOGUES**  
Appropriate communication in the workplace  
Communicate your message in a positive and effective way  
Setting communication goals for the workplace
- MAY 17, 18 19**      **CONNECTING CAREERS AND VALUES**  
Examine your personal values  
Understanding goal setting in your career  
Have fun assessing your skills and personality type
- MAY 24, 25, 26**      **COMPROMISE, ASSERTIVENESS, AND NEGOTIATION**  
Explore and implement new, positive ways to assertively negotiate workplace communication
- MAY 31, JUNE 1, 2**      **JOB SEARCH TOOLS**  
Find out: What kinds of tools and resources will help you in your job search  
Where and how you should be job searching  
How to write a targeted resume and cover letter
- JUNE 7, 8, 9**      **RESEARCH AND THE INTERVIEW**  
Find out how to: Research a potential employer and what kind of information to look for  
Prepare for the interview  
Handle common interview questions
- JUNE 14, 15, 16**      **SOLVING PROBLEMS AND MAKING DECISIONS**  
DEVELOP EFFECTIVE WORKPLACE SKILLS IN PROBLEM SOLVING AND SOUND DECISION MAKING
- JUNE 21, 22, 23**      **UNDERSTANDING YOUR LOCAL LABOUR MARKET**  
WHAT INFORMATION CAN YOU FIND FROM THE LLM TO ASSIST YOU IN YOUR JOB SEARCH?  
RESEARCH LOCAL INTERNET JOB WEBSITES  
LEARN WHERE TO LOOK FOR JOBS
- JUNE 28, 29, 30**      **WHAT'S YOUR ACTION PLAN?**  
What are your next steps to employment?  
How do you plan to get there?  
Learn how to create an employment action plan that includes your goals and personal strengths

**Schedule: Tuesday, Wednesday and Thursday 9am - 12pm (unless specifically noted)**

\*\* There will be a 15 minute break each morning at approximately 10:30

## Women's Employment Resource Centre

424 Dundas Street, Woodstock, ON N4S 1C1

Telephone: (519) 421- 2077

Fax: (519) 421-3921

Email: [werc@werc.ca](mailto:werc@werc.ca)

Visit our website! [www.werc.ca](http://www.werc.ca)