

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
STAT HOLIDAY SET IS CLOSED	Resume Foundations 1:00-4:00	Resume Renovator 9:00-12:00	The Cover Letter Advantage 9:00-12:00	Power Interviews 9:00-12:00
9	10	11	12	13
COPSystem Career Measurement® 10:00-3:00 Must be referred by an Employment Consultant	Digging for Camp Jobs 9:00-12:00	Myers-Briggs Type Indicator® 9:00-3:30 Must be referred by an Employment Consultant	Strong Interest Inventory® 9:00-12:30 Must be referred by an Employment Consultant	Career Cruising® 9:00-11:00
16	17	18	19	20
Power Interviews 9:00-12:00 ~ Interview Replay 2:00-3:30	SkillScan Transferable Skills 9:30-11:00 ~ Resume Foundations 1:00-4:00	Internet Intro 9:00-10:30 ~ Job Search Websites 10:45-12:00 ~ Resume Templates 2:00-3:00	Meaningful Work in Midlife & Beyond 9:00-12:00	The Cover Letter Advantage 9:00-12:00
23	24	25	26	27
Resume Renovator 9:00-12:00	Keyboard & Mouse 9:00-10:00 ~ Word® 2007 Basics 10:15-12:00	Email: Send Your Resume! 9:00-10:00	Networking Works 9:00-10:30	Promote Yourself 9:00-12:00
30	31	<p>Call or visit SET to book an appointment with an Employment Consultant</p> 		
Power Interviews 9:00-12:00	Resume Foundations 1:00-4:00			

**Amber Education Services
Information Session at SET**
Tuesdays, 9:30 AM -11:00 AM
Thursdays, 1:30 PM -3:00 PM

SET is a scent-free environment

www.set-nanaimo.com

Open Monday to Friday
8:30 AM - 4:30 PM
101-155 Skinner St
Nanaimo, BC
250-714-0085

'Building Futures Together'

Funded in whole or part through the
Canada-British Columbia Labour Market Development Agreement.

Job Search

Resume Foundations

Review current resume styles and learn how to build an effective resume that emphasizes your strengths.

Resume Renovator

Bring your resume to this hands-on workshop. Learn how to strengthen your resume through impact statements and a modern look.

The Cover Letter Advantage

Grab employers' attention with your cover letters, and ensure employers will want to read your resume and meet you!

Power Interviews

Increase your confidence and build interview skills in a supportive environment. Learn how to highlight your knowledge, abilities and experience to prepare for interviews with prospective employers!

Interview Replay

Review your interview strengths and identify opportunities for improvement through this video-taped mock interview.

Digging for Camp Jobs

Learn where well paid remote camp jobs are offered and the types of positions available. Find out how to prepare and apply. Explore the benefits and challenges.

Computer

Resume Templates

Find out how and when to use Word 2007 built-in resume templates that can quickly format your resume.

Keyboard and Mouse

Learn basic computer skills with other beginners. Practice using the keyboard and mouse to make you more computer savvy.

Word® 2007 Basics

Learn the basics of Microsoft WORD® 2007 to produce job search documents. **Familiarity with the mouse and keyboard is required.**

Internet Intro

Learn basic internet skills to locate employment information. Practice "surfing the net" to generate new job leads.

Job Search Websites

Learn how to locate and use appropriate websites to find employment in Nanaimo.

Email: Send Your Resume!

Do you already have your own email account, but don't know how to send attachments for job search? This is a great way to send resumes to prospective employers.

Career Decision Making, Labour Market Information & Other

COPSystem Career Measurement®

Take interest and values inventories and an aptitude test to learn the grouping of career fields that would best suit you. **Must be referred by an Employment Consultant.**

SkillScan® Transferable Skills

64 cards define each skill and relate it to one of seven skill categories. The SkillScan® card sort helps to identify strengths and transferable skills.

Career Cruising®

Get the password and learn how to explore Canadian career and training information on this regularly updated website.

Meaningful Work in Midlife & Beyond

Identify priorities, clarify your core values, draft a mission statement, and create a card to guide future decisions.

Promote Yourself

Stand out from the crowd through personal branding. Develop short, unique statements for cover letters, resumes, and interviews to make you unforgettable.

Myers-Briggs Type Indicator®

Personality matters. Learn your personality type and how it influences your communication and work style. Results are given after the lunch break. **Must be referred by an Employment Consultant.**

Strong Interest Inventory®

Find the right job for you! Take an online assessment of your interests and receive an individualized report on which occupations you are most likely to find satisfying. **Must be referred by an Employment Consultant.**

Networking Works

Most jobs in Nanaimo aren't advertised, so how do you find them? Learn the techniques that help you access the 'hidden job market', find out more about the local economy and find work faster.

All workshops require advance registration. If you have booked a seat, but are not able to attend, please call 250-714-0085.