

September 2019

CASE MANAGED & NON-CASE MANAGED WORKSHOPS

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 *All workshops require registration <i>(some eligibility criteria may apply)</i>	2	3 CCP 9- 2:30pm STO-AP 10am-noon ESEP 9-12pm	4 CCP 9- 2:30pm Wage Subsidy Orientation 1-3pm	5 CCP 9- 2:30pm Computer Basics 9—12pm MS Word 2—4:30pm	6 CCP 9- 2:30pm Build Your Resume 9-12pm Internet & Email 2—4:30pm	7
8 *CCP (Creating Career Possibilities) *STO-FEP (Skills Training Orientation Financial Exploration Phase) *STO-AP (Skills Training Orientation Application Phase) *ESEP (Exploring Self-Employment Possibilities)	9 Job Action 9—3pm	10 Job Action 9—3pm STO-FEP 10am-noon Passport to Employment 9-2:30pm	11 Job Action 9—3pm Job Hub 9am-12pm Passport to Employment 9-2:30pm	12 Job Action 9—3pm Passport to Employment 9-2:30pm	13 Job Action 9—3pm Passport to Employment 9-2:30pm	14
15	16 Money Smarts 9-2:30pm	17 CCP 9- 2:30pm STO-AP 10am-noon ESEP 9-12pm	18 CCP 9- 2:30pm Wage Subsidy Orientation 1-3pm	19 CCP 9- 2:30pm Computer Basics 9—12pm MS Word 2—4:30pm	20 CCP 9- 2:30pm Build Your Resume 9-12pm Internet & Email 2—4:30pm	21
22	23 Job Action 9—3pm Discover Yourself 9-12pm	24 Job Action 9—3pm Workplace Communication 9—2:30pm STO-FEP 10am-noon	25 Job Action 9—3pm Workplace Communication 9—2:30pm	26 Job Action 9—3pm Workplace Communication 9—2:30pm	27 Job Action 9—3pm Let's Talk 9—2:30pm	28
29	30	1 CCP 9- 2:30pm STO-AP 10am-noon	2 CCP 9- 2:30pm Wage Subsidy Orientation 1-3pm	3 CCP 9- 2:30pm Computer Basics 9—12pm MS Word 2—4:30pm	4 CCP 9- 2:30pm Build Your Resume 9-12pm Internet & Email 2—4:30pm	5 *All bold are case-managed workshops <i>*All non-bold are non-case managed</i>

Workshop Reminder Information

Workshop Reminder:

Please *respond to the workshop reminder we give you or contact us to cancel or re-book if you are not able to **complete** the workshop.*

Attendance:

Out of consideration for other participants and the Facilitator, we will reschedule you for the next available workshop if you are **more than 15 minutes late.**

Parking:

Free

- Boys and Girls Club
- Recreation Centre
- 33rd Ave and 33rd Street
(2 hour max)

Pay

- Street– Metered (2 hour max)
- Parkade

Tow Away Zones

- CF Building lot
- Salvation Army
- Staples
- Safeway

Kitchen Use:

If you are in a **full day** workshop, you can use a kitchen with a fridge, microwave, forks and spoons.

Scent-Free Building:

We are a scent-free building and ask that you limit the use of scented products while here.

Client Expectations:

We provide a welcoming, safe and professional environment for all clients. Our expectations are that you:

- Are respectful of all clients and staff and comply with staff requests if they are made
- Use the services only for the purpose of job search and career exploration
- Wear appropriate clothing

Online Workshops:

- | | |
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| <ul style="list-style-type: none">• Remarkable Resumes• Compelling Cover Letters• Impressive Interviews | <ul style="list-style-type: none">• Surefire Job Search• Online Networking• Target Your Market |
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Thank you for coming to your workshop on time and ready to learn valuable information!

Work BC Employment Services | 3105 33rd Street, Vernon, BC | (250) 545-2215 ext. 219