


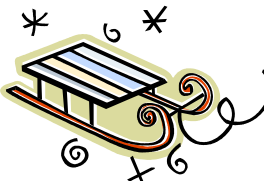



MONDAY/LUNDI	TUESDAY/MARDI	WEDNESDAY/MERCREDI	THURSDAY/JEUDI	FRIDAY/ VENDREDI
<p>Happy New Year CLOSED/FERMÉ Jour de vacance</p> <p>2</p>	 <p>3</p>	<p>1:30 – Practice Firm (421 Bay Street, 2nd Floor)</p> <p>4</p>	<p>5</p>	<p>9:00 – Microsoft Word **</p> <p>6</p>
<p>9</p>	<p>10</p>	<p>1:30 – Practice Firm (421 Bay Street, 2nd Floor)</p> <p>11</p>	 <p>12</p>	<p>9:00 – Personality Dimensions</p> <p>13</p>
<p>9:00 – Proposal Writing – A how to guide for beginners.</p> <p>16</p>	<p>9:00 – Mock Interviews/ Simulations d’entretien</p> <p>17</p>	<p>1:30 – Practice Firm (421 Bay Street, 2nd Floor)</p> <p>18</p>	<p>19</p>	<p>9:00 – Microsoft Excel **</p> <p>20</p>
<p>23</p>	 <p>24</p>	<p>1:30 – Practice Firm (421 Bay Street, 2nd Floor)</p> <p>25</p>	<p>5:00 – Resume Development and Creation</p> <p>26</p>	 <p>27</p>
 <p>30</p>	<p>9:00 – Smart Serve (\$20.00)</p> <p>31</p>		<p><i>Développement ou création d’un CV disponible en français sur rendez-vous! Pour plus d’information au sujet des ateliers en français contactez Ashling (705) 759-0909 poste 4236</i></p>	

Microsoft Word

Microsoft Word 2007 is a word processing software program. It gives you the ability to type letters, reports, and many other documents. Within our Word workshop, you will learn the basics of each of the tabs on the ribbon, how to save and open a new document, how to edit and manipulate a document, and how to print.

Microsoft Excel

Microsoft Excel 2007 is a spreadsheet software program. It gives you the ability to create data entry, databases, statistical tables, charts, reports, and many other documents. Within our Excel workshop, you will learn the basics of each of the tabs on the ribbon, how to save and open a spreadsheet, how to edit and manipulate a spreadsheet, how to use simple formulas, and how to print.

Mock Interviews/ Simulation d'entretien

Mock Interviews are one-on-one workshops where we simulate a real interview with you. This type of workshop can be very helpful in preparing you for the real thing! After answering the questions we can provide both positive and negative feedback, allowing you to really nail down your strengths and weaknesses and develop strategies to counteract nervousness. If you are applying to positions in a specific field, just let us know when you sign up so we can develop interviews accordingly.

Passer un entretien d'embauche en anglais n'est déjà pas une tâche facile en soit, alors le faire en français est encore plus ardu! La simulation d'entretien permet de tester les techniques d'entretien lors d'un entretien d'embauche fictif. Ce type d'atelier peut vous aider à améliorer vos réponses et à établir vos compétences et vos défauts. Si vous cherchez à procurer un emploi dans un certain domaine, on peut développer un atelier spécifiquement pour vous!

Resume Writing

Are you having difficulty finding employment and think your resume could better reflect the person you are with your skills, education, and experience? At the SCCC we'll help you tailor your resume to the position you're applying for! Don't have a resume? No problem! We'll help you with the process and give you the tools and resources to make your resume better!

Personality Dimensions / Dimensions de personnalité

Personality Dimensions is an interactive activity based workshop that allows participants to better understand and communicate with persons who have different character traits. This workshop is a combination of theory and statistical based information as well as interactive team exercises.

Dimensions de personnalité est un atelier interactif fondé sur des recherches de pointe en motivation et en comportement humain. Cet outil aide à expliquer comment mieux comprendre les comportements des gens ayant différents types de tempérament ou de

personnalité. L'atelier fournit une méthode compréhensible pour développer la conscience de soi, l'estime de soi et des stratégies efficaces de communication.

Career Cruising

Are you feeling lost in your job search? Do you feel sometimes you aren't sure what career path you want to go down? Career Cruising is here to help! This program is dedicated to finding out what you're good at by asking you a series of questions that will determine which jobs are right for you. Sometimes asking tough questions about employment is the first step to finding your path. Find your future here at the Sault Community Career Centre!

Social Media

The term social media refers to the use of web-based and mobile technologies to turn communication into interactive dialogue. Social media can take on many different forms, including Internet forums (Facebook, Twitter, and MySpace), weblogs, social blogs, wikis, podcasts, photographs or pictures, and video. Throughout our workshop we show you different ways to use Social Media.

Coupon Club

Have you watched Extreme Couponing and wondered what it would be like to be a couponer? The Coupon Club workshop is here to help by giving you the tools and resources to find Canadian coupons that you can use in Sault Ste. Marie. It is possible to be an extreme couponer in Canada and this workshop will teach you how!

Smart Serve

Smart Serve is a 3 hour workshop provided through Smart Serve Ontario, dedicated to promoting awareness around responsible consumption of alcohol. This workshop would be of primary interest to individuals working where alcoholic beverages are sold and served.

Topics covered include:

- Servers/Bartenders responsibilities under the Liquor Licence Act
- The effects and signs of intoxication
- Prevention techniques for over-service of alcohol
- Intervention strategies if problems do occur
- Approaches to difficult customer service situations involving alcohol

Your tests are sent away to be marked and if successful you will obtain a smart serve certificate. Anyone who serves or handles alcohol in a licensed establishment in Ontario must be certified by Smart Serve.

CALL TODAY TO RESERVE YOUR SEAT!

705-759-0909 EXTENSION 4246