

# NEED A JOB?

*Attend our Get Hired Training Week  
September 19 – 23, 2011*

## *Guelph Sessions*

Monday	1 pm - 4 pm	*WHMIS
Tuesday	10 am - 3 pm	*Smart Serve
Wednesday	9 am - 12 pm	LinkedIn
Thursday	1 pm - 4 pm	Computer Skills Assessment

## *Cambridge Sessions*

Monday	10 am - 3 pm	*Smart Serve
Tuesday	9 am - 12 pm	LinkedIn
Wednesday	1 pm - 4 pm	Computer Skills Assessment
Thursday	1 pm - 4 pm	*WHMIS

## *Kitchener Sessions*

Monday	1 pm - 4 pm	Computer Skills Assessment
Tuesday	1 pm - 4 pm	*WHMIS
Wednesday	9 am - 12 pm	LinkedIn
Thursday	10 am - 3 pm	*Smart Serve

All sessions are free to registered Employment Ontario clients. Fees for sessions marked with an asterisk (\*) are \$25.00 for non-registered clients. Pre-booking is required as space is limited. Registering for Employment Ontario services is free and easy — stop by or call Lutherwood today!

### **Smart Serve – Get Certified**

The Smart Serve Training Program has been designed to provide valuable information to individuals on the responsible service and sale of alcoholic beverages as it pertains to the current liquor laws in the Province of Ontario. This training program is an asset for many employers in the Hospitality Industry. It will enable you to take a pro-active approach to serving alcohol responsibly and your job search.

### **WHMIS – Get Certified**

Get a step ahead of the crowd and impress employers by learning about Workplace Hazardous Materials Information System (WHMIS) and other Health and Safety issues. Participants who successfully complete the session will receive a certificate of WHMIS Classroom Training for Workers from the Industrial Accident Prevention Association.

### **Linked In – Get Connected**

Have you heard about LinkedIn? Are you wondering how it can help with your job search? Our workshop will give you all the information you need to start connecting with jobs. You will learn: how to set up a profile; connect with your network; protect your privacy; and find potential employers and jobs. You should bring an updated resume for the session, and you will leave with a LinkedIn profile.

### **Computer Skills Assessment – Know Your Level**

Wondered how you will stay up to date with changing technology and demonstrate your computer skills to employers? Do you know what your computer skill level is? Our workshop will help you to find different ways to determine and update your computer skills for the workplace. It will also provide information you need to develop your Word, Excel and PowerPoint skills.