




Monday	Tuesday	Wednesday	Thursday	Friday
	1 Happy New Year CLOSED	2 1:00 - 3:00pm Resume 101 Learn to do it yourself	3	4
7	8 1:30 - 3:00pm Health and Safety Training Worker H&S in 4 Steps online health and safety certification	9 1:30 - 3:00pm Accessible Customer Service Standard Training Online training on employer service standards and assisting customers with disabilities	10 9:30 -11:00am WHMIS Complete WHMIS on-line certification	11
14	15 1:30 - 3:00pm Resume & Cover Letter Drop-in Clinic Have your resume and cover letter reviewed	16 10:00am - 2:30pm Smart Serve Certification (1/2 hour lunch break) *\$25.00 Fee	17 1:30 - 3:30 pm Savvy Communication Are we saying and understanding the same thing?	18 9:30 -11:00am Health and Safety Training Worker H&S in 4 Steps online health and safety certification
21 1:30 - 3:00pm WHMIS Complete WHMIS on-line certification	22 1:00 - 3:00pm Interview Empowerment Techniques to prepare you for a successful interview	23 1:30 - 3:00pm Job Fair Success Time to Shine! Be prepared for Renfrew's February 20th Job Fair	24 8:30 am - 4:00 pm Working at Heights Delivered by Valley Worksafe *\$130.00 + HST Fee	25
28	29 9:30 -10:30am Second Career Info Session Learn if this program can help you train for a new career	30 9:30 -11:00am Accessible Customer Service Standard Training Online training on employer service standards and assisting customers with disabilities	31	See reverse side for this month's workshop descriptions.

January 2019 WORKSHOP DESCRIPTIONS

<p>Worker Health & Safety Awareness in 4 steps</p> <p>This training introduces workers to the Occupational Health and Safety Act. It focuses on the health and safety rights and responsibilities of workers, supervisors and employers. It also serves as a general introduction to workplace health and safety. Workers can use this free training program as one way to meet the minimum training required by the Occupational Health and Safety Awareness and Training regulation. Certificate provided upon successful completion</p>	<p>Smart Serve Certification</p> <p>If you plan to work in an industry or business that is licensed to serve or sell alcohol as a Bartender, Cashier, Server, Manager, Door/Security Staff or Golf Course Marshall, you must be Smart Serve Certified by law. This training is designed to educate individuals regarding their responsibilities and obligations under the law, as well as recognize the signs of intoxication and implement intervention strategies to slow or stop service when required. *25.00 Fee</p>
<p>WHMIS</p> <p>WHMIS stands for the Workplace Hazardous Materials Information System. It aims to prevent workplace injuries, diseases, and deaths resulting from the storage and use of hazardous products and materials. WHMIS 2015 implements the Globally Harmonized System (GHS) of Classifying and Labelling of Chemicals. Protect your health and safety by taking the free WHMIS 2015 training online. Certificate provided upon successful completion</p>	<p>Accessible Customer Service Standard Training</p> <p>Organizations and businesses are required to provide accessible customer service to people with disabilities. This online training session provides information on the accessible customer service standards and how to interact with and serve people with disabilities. Certificate provided upon successful completion.</p>
<p>Resume 101</p> <p>Learn how to develop a resume that will highlight your strengths and effectively market your skills to today's employers. Find out how targeting your resume can improve your odds of landing an interview.</p>	<p>Resume and Cover Letter Drop-in Clinic</p> <p>This clinic is open to previous participants of the Resume 101 or the Letters in Job Search workshops. Bring in the resume and/or cover letter that you have been developing for review and assistance. <i>Must be able to access your resume electronically (USB stick or via email).</i></p>
<p>Interview Empowerment</p> <p>Ace your interview! Learn what you can do before, during, and after the interview to give you an edge over other candidates and the best chance at being offered the job!</p>	<p>Savvy Communication</p> <p>Soft skills are ranked high with employers and communication is one of the top 5 they seek. Join us to explore the many ways we can improve our ability to be effective communicators throughout the job search process and beyond.</p>
<p>Working At Heights Certification *</p> <p>This comprehensive working at heights training program is approved by the Ministry of Labour. Participants train in working at heights hazards, basic rights and duties, relevant regulations and get hands-on training with fall protection equipment and systems. This training is delivered by Valley Worksafe. To register contact David Prange 613-639-1056. *\$130.00 + HST Fee</p>	<p>Job Fair Success</p> <p>Whether attending a job fair hosted by one employer or twenty, learn how to prepare for the event, how to organize your time at the job fair and ways to outshine the crowd.</p>

Job Fair Alert!!!

Get ready for Renfrew's February 20th Job Fair by attending workshops that will prepare you for the opportunity to meet with potential employer's.....It's your time to shine.

Keep an eye on *on*trac's Facebook Group for upcoming Workshops, Events and Job Fair.



***Please Note: Working at Heights payment due at time of registration**