

BGS' Workshops provide information, strategies, techniques & practical tips to assist participants in meeting their career & employment goals.

**For more information
and to register:**

Call BGS at:
780.425.6655

Fax your Registration to:
780.425.5666

Visit our Web-Site:
www.bgsenterprises.com

E-mail your Registration to:
workshops@bgsenterprises.com

**Ask for more information
at your local AEI office**

Workshop Locations

Workshops are delivered throughout Edmonton at Alberta Employment & Immigration (AEI) sites:

City Centre – 105th Street
Alberta Service Centre
10242 - 105 Street

Edmonton South
Canada – Alberta Service Centre
6325 Gateway Boulevard (103 Street)

Meadowlark
Canada – Alberta Service Centre
15710 - 87 Avenue

Edmonton North
Alberta Service Centre
Northgate Mall
9499 - 137 Avenue



Government
of Alberta ■

Canada



FREE Career & Employment Workshops



Providing Direction
For Your Journey...

Career Planning (3 days)

Information & activities to help you understand & apply the career planning process.

- Apply self-assessments to career options.
- Value of labour market information, generate alternatives & decision making strategies for developing an achievable career path.

Children, Challenges and Choices (3 days)

Pre-career planning tools for single parents who are entering or re-entering the workforce.

- Identify and reduce barriers, enhance self-esteem, confidence, independence & support achievement of future goals.
- Explore strategies to improve communication & stress management skills; as well as discover interests, values, and goal setting; improve decision-making abilities.

Transitions (2 days)

Are you experiencing change & limitations that impact your career goals? This workshop presents information & activities to help you identify:

- Changes in your work/life; create positive strategies to balance your work/life.
- How to manage health & physical aspects that may impact your career path.
- Resources to assist you to achieve career goals.

Career Laddering: Improving Options for Experienced Workers (1 day)

Achieve the most out of your career by taking an active role in charting your personal career path.

- Identify motivators, priorities, & preferences.
- Explore career options & career mobility.
- Assess & create an action plan for success.

Interview Techniques (1 day)

Are you able to effectively sell your skills & strengths to potential employers? Prepare for a successful interview by learning:

- Interview purpose & structure; presenting yourself & communicating clearly with interview practice time.
- Qualities employers look for; what questions to ask.
- How to determine if the employer or the job is the right "fit" for you.

Planning for School or Training; Buyer Beware (2 days)

Provides information & strategies for a successful transition into education.

- Self- assessment, learning styles & motivation.
- Funding options, applications & budgeting for school life.
- Buyer Beware: comparing & choosing the best school for you.

Internet Job Search (1/2 day)

Discover the power of the internet for your Career, Education planning & Job Search activities. Gain basic familiarity with using the internet & email.

- Explore Internet resources for researching positions & job postings.
- Learn to apply "on-line"; Benefits & precautions when online.

Transferable Skills (1/2 day)

An interactive workshop that helps you identify your transferable assets & skills.

- Learn what strengths & assets you have to offer employers.
- Brainstorm alternative occupational choices.

Resume and Cover Letters (1 day)

Strategies for creating resumes & cover letters that effectively present your assets to employers.

- Learn the do's and don'ts of resume writing; gain practical techniques & tips for creating a resume & targeting employers.
- Receive a copy of your resume within 2 1/2 business days of the workshop.

Work Search (1 day)

Learn the latest strategies, tools & resources to help you identify & pursue your ideal job.

- How to target your job search and access the "Hidden Job Market".
- Networking your way into a career.
- Researching & contacting potential employers.

Introduction to Computers (1/2 day)

Gain basic familiarity with using the computer and Windows.

- Using a mouse; keyboard.
- Create and save documents & folders; Make changes and update files.

Workplace and Personal Development (3 or 5 day)

Prepare for a success by learning how to improve relationships, communication, stress strategies, assertiveness, anger management & conflict resolution. This is a supportive, interactive workshop where you can ask questions, get answers; practice and improve.

- Gain skills and qualities employers want; Feel better about yourself and the results you are getting in your relationships.
- Set goals to improve your life/work.

Financial Literacy Level 1: The Basics (1 day)

Discover the power of budgeting and SMARTS goal setting. Explore and learn to develop assets in 5 areas.

- Learn to budget, track spending & keep more \$\$\$ in your pocket.
- Learn to manage temptations and change negative spending habits

Financial Literacy Level 2: Credit (1 day)

Managing credit is an important skill in reaching our financial goals. Learn about the difference between good credit & bad credit.

- Explore how good credit can be easily established & built or repaired if damaged.
- Understand the 5 C's of credit; how financial institutions and employers evaluate you.

"Your Career Journey can take you down many roads. Our workshops are designed to assist you in reaching your destination."