

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

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
13415 Fort Road

FREE Career & Employment Workshops

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**



Providing Direction
For Your Journey...

Career Planning

(3 days)

Presents information and activities to help you understand and apply the career planning process.

Steps to be covered include:

- Apply self-assessment 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)

Provides pre-career planning tools for parents who are entering or re-entering the workforce. This workshop is designed to reduce barriers, enhance independence & support achievement of future goals.

- Explore negative & positive self-esteem
- Strategies to increase self-esteem & confidence
- Improve communication & stress management skills
- Identify barriers & limitations to achieving goals
- Discover interests, values & goal setting; improve decision-making abilities

Transitions

(2 days)

Are you experiencing health/physical limitations that impact your career goals? This workshop presents information & activities to help you identify a career path that meets your requirements.

- Identify changes in your work/life; create positive strategies to manage change
- Health Detours; managing health & physical limitations in your career path
- Occupational Alternatives: brainstorm, research & explore career options
- Identify community resources & how they can assist you to work toward your career goals

Career Laddering: Improving Options for Experienced Workers

(1 day)

Assists those who are working, or have some work experience, to achieve the most from their career by taking an active role in charting their personal career path.

- Identify motivators, priorities, workplace preferences, & criteria for success at work
- Explore options: climbing the **Career Ladder**, moving to a "new" ladder; lateral moves, opting out, enhancing your current job
- Develop strategies to enhance a career path, career mobility &/or branching into new areas
- Assess potential barriers to career paths & create an action plan for success
- Labour market trends & options for future growth

Planning for School or Training; Buyer Beware

(2 days)

Considering Education? This workshop provides information & strategies for a successful transition into education.

- Transition to school; Self- assessment, learning styles, setting realistic expectations, study skills
- Funding options; Applying for funding & budgeting
- Buyer Beware: Questions to ask, comparing options & choosing the best school for you

Internet Job Search

(1/2 day)

Discover the power of the Internet as a tool for your career/education planning & job search activities.

- Gain basic familiarity with using the mouse, keyboard, computer; Internet & email
- Explore job search Internet resources for: networking, advice, research & job postings
- Tips for applying "on-line"
- Benefits & Precautions when using the Internet for job search

Resume and Cover Letter Development

(1 day)

Strategies & exercises for creating resumes & cover letters that effectively present your skills, experiences & interests to employers.

- Purpose of a resume and cover letter
- Design, practical techniques and tips for creating a resume and targeting employers

You will receive a final version of your resume in both hard and soft copy two business days after completing the workshop.

Worksearch

(1 day)

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

- Targeting your job search
- Accessing the "Hidden Job Market"
- Responding to the traditional Job Market
- Networking your way into a career
- Researching & contacting potential employers

Interview Techniques

(1 day)

Are you able to effectively sell your skills & strengths to potential employers? This workshop prepares you for interview success & includes:

- Interview purpose & structure
- Presentation & communication; interview practice
- Interview success factors; Qualities employers look for
- Asking questions, determining if the employer or the job is the right "fit" for you

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