BGS’ Workshops provide information, strategies, techniques & practical tips to help you reach your career & employment goals.

For More Information & To Register:
Call BGS at:
780.425.6655

Visit our Web-Site:
www.bgsenterprises.com

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

Fax your Registration to:
780.425.5666

Workshop Locations

Edmonton City Centre
Alberta Works Centre
10242 - 105 Street

Edmonton South
Alberta Works Centre
6325 Gateway Boulevard (103 Street)

Edmonton Meadowlark
Alberta Works Centre
Meadowlark Mall 13710 - 87 Avenue

Edmonton North
Alberta Works Centre
Northgate Mall 9499 - 137 Avenue

Career & Employment Workshops

All workshops provided at no cost to participants

Providing Direction For Your Journey...
**Career Planning (3 days)**
Understand & apply the career planning process through self assessments:
- Value of labour market information for identifying alternatives
- Decision making strategies to develop an achievable career path

**Children & Choices: Taking Control (2 days)**
For parents entering or re-entering the workforce:
- Enhance self-esteem, confidence, independence & future goals
- Reduce barriers, improve communication, manage stress & discover interests

**Edmonton Labour Market Overview (ELMO) (1/2 day)**
Review current & forecasted labour market developments:
- Explore career/employment opportunities, trends & challenges
- Learn resources to keep up to date with Labour Market happenings

**Transitions (2 days)**
Are there changes/limitations that are impacting your career goals?
- Create positive strategies to balance your work/life
- Manage health/physical impacts on your career
- Discover resources to help achieve career goals

**Career Laddering: Leveraging Your Assets (1 day)**
Take an active role in charting your career path:
- Identify motivators, priorities, & preferences
- Explore career options & career mobility
- Assess & create an Action Plan for Success

**Planning for School or Training: Buyer Beware (2 days)**
Information & strategies for a successful transition into education:
- Self-assessment, learning styles & motivation
- Funding options, applications & budgeting
- Buyer Beware: choose the best school for you

**Online/Social Media Job Search (1 day)**
Discover the power of the internet & social media for Job Search:
- Explore internet resources for researching positions & job postings
- Explore Social Media strategies & learn to apply “on-line”
- Online benefits & precautions

**Transferable Skills (1 day)**
Identify your existing skills that can be used in other jobs:
- Learn what strengths & qualities you have to offer employers
- Brainstorm alternative occupational choices

**Resume & Cover Letters (1 day)**
Create a resume that will help you get noticed & stand out to employers:
- Learn do’s & don’ts & how to target your resume
- Receive a job search ready version of your resume

**Work Search (1 day)**
Learn the latest strategies, tools & resources to help you identify & pursue your ideal job:
- How to target your job search & access the “Hidden Job Market”
- Networking your way into a career
- Researching & contacting potential employers

**Interview Techniques (1 day)**
Prepare for interview success:
- Purpose, types & structure of interviews
- How to answer the difficult questions
- Mock interviews to practice new skills
- Promote qualities employers look for & determine if the job is the right “fit” for you

**Introduction to Computers (1 day)**
Hands on support with learning & applying basic computer functions:
- Using a mouse & keyboard
- Create & save documents & folders
- Make changes to & update files
- Attach your resume to an email

**Workplace & Personal Development (3 or 5 day)**
Success in relationships, communication, stress strategies, assertiveness, anger management & conflict resolution:
- Gain skills & qualities employers want; Feel better about yourself & your relationships
- Set goals to improve your life/work

**Money $marts: Introduction to Financial Literacy (1 day)**
Discover power budgeting & SMARTS goal setting:
- Track spending & keep more $$ in your pocket
- Resist temptations & negative spending habits

**Financial Literacy: The Ins & Outs of Debt & Credit (1 day)**
Learn the difference between good & bad credit:
- Explore ways to establish, build or repair your credit
- Understand the 5 C’s of credit; & how institutions & employers evaluate you.

**ARGHH!...Understanding & Managing Conflict (1 day)**
Explore methods to effectively manage conflict in your work & personal life to gain a productive, healthy life & overall personal wellness:
- Identify your conflict style & how to manage hostility & reduce stress
- Learn communication techniques for win-win outcomes

**Challenge to Change (1 day)**
Discover how acceptance to change & becoming Change Ready can lead to improved satisfaction in your work & personal life:
- Recognize the drivers behind change
- Explore reasons we resist change & ways to build readiness for change

**Strategies for Employment Success (1 day)**
Being successful in the workplace goes beyond just “getting hired.):
- Explore employer expectations, workplace realities & the world of work
- Formulate a Personal Success Plan
- Develop strategies to navigate your way to success