

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

For More Information & TO REGISTER:



Telephone: 425-6655



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Web-Site: www.bgsenterprises.com



Email: workshops@bgsenterprises.com



Ask for Info at your local AHRE Office



**BGS Enterprises Inc
1100, 10025—102A Avenue
Edmonton City Centre East
Edmonton, AB T5J 2Z2**

Workshop Locations

Workshops are delivered throughout Edmonton at Alberta Human Resources & Employment (AHRE) Sites:

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

**Edmonton South Canada-Alberta Service Centre
6325 – 103 Street**

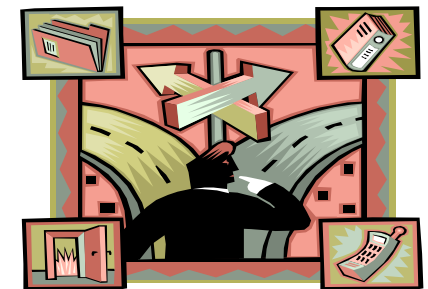
**Meadowlark Canada Alberta Service Centre
15710 – 87 Ave**

**Edmonton North Alberta Service Centre
13415 Fort Road**

**Edmonton West Alberta Service Centre
12323 – Stony Plain Road**

BGS Enterprises Inc.
Career & Corporate Development

Career & Employment WorkShops



THIS SERVICE IS FUNDED BY:

Canada Alberta

**Providing Direction For
Your Journey...**

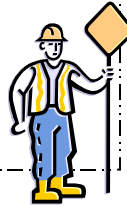
"Your Career Journey can take you down many roads. Our workshops are designed to assist you in reaching your destination!"



Transitions (3 Days)

Are you experiencing health/physical limitations that impact your career goals? This session introduces information and activities to help you find a career path that is more suitable to your health.

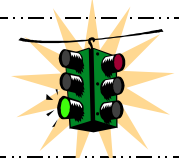
- Career Planning: Steps involved in career planning
- Health Detours: Identify how health/physical limitations may impact your career path
- Occupation Alternatives: Generate, research and explore a variety of occupation options
- Decision Making: Strategies to choose life/occupation goals
- Community Resources: Identify resources and how they can assist you work towards your career goals



Career Planning (3 Days)

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

- Career Planning: Steps involved in career planning
- Apply Self-Assessment to Career Options
- Value of Labour Market Information
- Generate Alternatives & Make Decisions
- Develop an Achievable Career Plan



Resume & Cover Letter Development (1 Day)

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

- Resume & Cover Letters: Purpose, design and practical techniques/tips
 - Electronic Resumes: e-resumes and e-mail etiquette
 - Final Draft: Develop final drafts of your resume and cover letter
- You will receive a final version of your resume and a cover letter in both hard and soft copy within 2 days of completing the workshop.

Exploring Education, Funding & Buyer Beware (3 Days)

Considering Education? The workshop provides information and strategies on a number of important topics for a successful transition into education.

Education Planning

- Self-Assessment, Education Research & the Application Process
- Transition to School: Setting expectations (for yourself; for your family) and study skills

Funding

- Funding Options, Applying for Funding & Budgeting

Buyer Beware

- Compare school options and choose the best for you
 - Admission Requirements
 - Instructor Qualifications
 - Program Marketability
 - Course Transferability
 - Program Costs
 - Student Services



Interview Techniques (1 Day)

How to prepare for an interview in order to successfully sell your skills and strengths to potential employers.

- Interview Purpose & Structure
- Presentation & Communication
- Interview Success Factors: What qualities employers look for
- Your Turn: Asking questions, determining if the employer/job is the right "fit" for you

Work Search (2 Days)

Introduces strategies, tools and resources to help you identify and pursue your ideal job. Highlights include:

- Resumes, References, & Cover Letters
- Traditional Versus Hidden Job Market
- Networking
- Researching & Contacting Potential Employers
- Benefits of a Personal Support System

