

**Increase your chance
of getting hired
when you have
the practical skills
employers look for!**

- Communication
- Digital literacy
- Customer service
- Teamwork
- Time management
- Problem solving
- Conflict resolution
- Adaptability

**Gain valuable skills
that will help you get
the job YOU want!**

Employability Skills Workshops

IN-PERSON | ONLINE

Most workshops are
only 2-hours, and offered
in-person or online.
Don't wait to boost your
skill level, register TODAY!



**Chat with
us online!**

CONTACT US

Call: 1-866-353-3536

E-mail: mkes@flemingcollege.ca

OR

Contact your nearest employment
service provider. A list of providers
is available at:

flemingemploymenthub.ca



**Register with your
nearest employment
service provider!**



**FREE workshops for job
seekers and individuals
preparing to enter or
re-enter the workforce.**

FREE Employability Skills Workshops [Presented by Muskoka-Kawartha Employment Services (MKES)]

World of Work

Discuss what influences job choices, the benefits of working, and explore the hidden job market for possible opportunities.

2 hours | Online or In-Person

Personality Dimensions

Explore how personality impacts the workplace, learn to communicate effectively and understand yourself while appreciating differences in others.

3 hours | Online or In-Person

Prepare for Meaningful Employment

Get to know yourself by taking an inventory of your values, interests, skills, and strengths. Learn how this is key to your job satisfaction.

2 hours | Online or In-Person

Perseverance While Job Searching

Enhance your understanding of the current labour market, build resilience in your job search, and gain practical tools to navigate challenges and stay motivated through the process. This workshop is presented by MKES and Canadian Mental Health Association Haliburton Kawartha Pine Ridge.

2.5 hours | Online only

Communication

Learn key elements of body language and verbal cues, communication tactics, and topics for appropriate workplace conversations.

2 hours | Online or In-Person

Customer Service

Learn how to provide positive customer experiences and handle difficult situations with a confident and professional approach.

2 hours | Online or In-Person

Working in Teams

Explore what a team is, how a team works together, the benefits of teamwork, and how to improve your teamwork skills in the workplace.

2 hours | Online or In-Person

Time Management

Review the value of time management in the workplace and explore strategies to best manage time in your personal and professional life.

2 hours | Online or In-Person

Problem Solving

Learn to recognize and address problems as they arise and acquire the skills to solve problems in an effective and timely manner.

2 hours | Online or In-Person

Understanding Conflict

Learn to recognize default conflict style patterns to improve self-awareness and explore positive solutions for resolving workplace conflicts.

2 hours | Online or In-Person

Making Work Stick

Find out how to stay employed, reduce stress, and feel more satisfied at work. Discover tools to help you make work stick even when it gets tough.

2 hours | Online or In-Person

Technology in the Workplace

Explore workplace technology, including digital communication tools, social media use, and how to build a positive online presence. Discover how virtual reality and artificial intelligence are transforming work environments, and learn online safety and privacy tips.

2 hours | Online or In-Person

Power Up With AI: Resumes*

Gain an understanding of how Artificial Intelligence (AI) can enhance your job search. Learn to use AI to identify and integrate keywords into your resume, craft compelling cover letters, and optimize your resume for Applicant Tracking Systems.

2 hours | Online or In-Person

Power Up With AI: Interviews*

Explore the role of Artificial Intelligence (AI) in today's job interviews and its evolving impact on the hiring process. Learn strategies for effectively preparing for AI-driving interview questions and tips on how to communicate with generative AI systems.

2 hours | Online or In-Person

**Power Up with AI workshops suit job seekers who have proficient computer skills. Technical requirements include a stable internet connection, access to a computer or tablet with a webcam, and a microphone.*

**Register with an
employment service
provider today!**



**Earn a Participation Certificate
upon completion of a workshop!**