



April 2014 Workshop Schedule

Building healthy
communities

Mon	Tue	Wed	Thu	Fri
	1 How to Prepare for an Interview 9:30am-12:30pm	2	3 Youth Employment Fund Orientation (By referrals only) 11:00am-12:00pm	4 EOS Navigation Training 2:00pm-4:00pm
7 2 Day Job Search Workshop 9:30am-4:30pm	8 2 Day Job Search Workshop 9:30am-4:30pm	9 Employment Standards (By referrals only) 3:00pm-5:00pm	10 How to Look for Jobs through Networking 10:00am-12:00pm Conflict Resolution (By referrals only) 2:00pm-4:00pm	11 Second Career Information Session 2:00pm-4:00pm
14 2 Day Job Search Workshop 9:30am-4:30pm	15 2 Day Job Search Workshop 9:30am-4:30pm	16 How to Prepare for an Interview 1:30pm-4:30pm	17 Youth Employment Fund Orientation (By referrals only) 11:00am-12:00pm How to Tailor Resume and Cover Letter 1:30pm-4:30pm	18 Happy Good Friday!
21 2 Day Job Search Workshop 9:30am-4:30pm	22 2 Day Job Search Workshop 9:30am-4:30pm	23 Employment Standards (By referrals only) 11:00am-1:00pm YMCA Volunteer Info Session 2:00pm-4:00pm	24 How to Look for Jobs through Networking 10:00am-12:00pm Conflict Resolution (By referrals only) 2:00pm-4:00pm	25 Second Career Information Session 2:00pm-4:00pm
28 2 Day Job Search Workshop 9:30am-4:30pm	29 2 Day Job Search Workshop 9:30am-4:30pm	30	One important key to success is self-confidence. An important key to self-confidence is preparation —Arthur Ashe	

Scarborough Finch Ave YMCA Employment Centre
 5635 Finch Avenue East Unit # 9 & 10 Scarborough, ON M1B 5K9
 Open: 8:30 am-5:00 pm Monday to Friday 416-335-5490

EMPLOYMENT ONTARIO
 Your job is out there. We'll help you find it.



April 2014 Workshop Description

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How to Tailor Resume and Cover Letter: What is a résumé, types of résumés, your skills, and experiences and how to put it all together and discover how to write a winning cover letter

How to prepare for an Interview: Learn how to plan and prepare for an interview, make a good first impression, answer common and difficult interview questions, end the interview well and follow up after interview

How to Look for Jobs through Networking: Learn where jobs exist and how to find them; what is networking, how to conduct your job search networking and learn your own job search strength

Thinking to Start Your Own Business: For those want to start a business, topic such as: Things You Need to Consider! Five Key Attributes of Successful Entrepreneurs; Some Benefits of Being Self-Employed; Some Tax Impacts of Self Employment, Business Structure; Financing a Business and Sources of Funding

Second Career Information Session: Provide information on eligibility and suitability, how to complete the application process and what is your step

Volunteer Information Session: available positions with the YMCA Tapscott and recruiting process. Also help you get to know more about YMCA by sharing mission, vision and values of the YMCA, overview of YMCA history and core services, operating policies

Employment Opportunity System Navigation Training: You will learn how to sign up TESS EOS, upload your resumes, search and apply for opportunities that match your skills and interests with TESS employment initiatives

Youth Employment Fund Orientation: To learn what is Youth Employment Fund, if you are qualified for the program and what are the benefits for joining the program

Employment Standards: To learn what are your rights and responsibilities in workplace

Conflict Resolution: To learn what is conflict and some techniques how to solve conflicts

2 Day Job Search Workshop: Intense job search assistance including useful job search technique tips, help you tailor your resume to the posting and applying for the jobs

We are a full suite Employment Service Centre and we offer you free:

- Personalized One-on-One Job Search Guidance; Referrals to Trainings or Other Programs and Links to Employers
- Resume and Cover Letter Critique, Interview Preparation and Workshops
- Access to Computers, Fax, Photocopier, Labour Market Information and Job Postings

Call us at 416-335-5490 or drop in 5635 Finch Avenue East, Unit # 9 & 10 today for a consultation with one of our employment specialists

Jobs are out there, we are here to help you find them

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