



# YMCA Workshops

**Etobicoke Albion Road  
YMCA Centre**  
1530 Albion Road, Unit 83  
(416) 741-8714

Mon., Wed., Friday: 8:30 a.m. – 5:00 p.m.  
Tuesday, Thursday: 8:30 a.m. – 8:00 p.m.  
Saturday: 10:00 a.m. – 2:00 p.m.



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## February 2018

[ymcagta.org/employment](http://ymcagta.org/employment)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 STAFF MEETING	3 Centre Open 10:00 -2:00
5 Volunteer Orientation 10:00-11:00	6 Interview Skills 2:00 -4:00	7 Job Search 10:00 -12:00	8 Second Career Information Session 10:00 -12:00	9	10 Centre Open 10:00 -2:00
12	13	14 Job Search 2:00-4:00	15 Interview Skills 2:00 -4:00 NYLD - 4:00 -6:00	16	17 Centre Open 10:00 -2:00
19 Centre Closed	20 Job Search 2:00-4:00	21 Interview Skills 10:00 -12:00	22 Second Career Information Session 10:00 -12:00	23	24 Centre Open 10:00 -2:00
26 Volunteer Orientation 3:30-4:30	27 Job Search 2:00 - 4:00	28			

### TIRED OF LOOKING?

Meet with one of our Employment Counselors. We can help you find work 😊 (416) 741-8714 /or [ymcagta.org/employment](http://ymcagta.org/employment)

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Immigration, Refugees and Citizenship Canada

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## BUILD THE SKILLS TO UNDERTAKE AN EFFECTIVE JOB SEARCH!

### 1. Interview Skills

- Learn how to present yourself positively and answer common interview questions.
- Understand what to do prior, during, and after the interview to be successful.
- Get tips on handling some of the tougher interview questions often encountered.

### 2. Resume Building

- Learn how to write a resume that gets noticed.
- Discover what the different types of resumes are and when you should use them.
- Find out about the components of a resume and how to format it.

### 3. One on One

- **Must be registered by an Employment Counselor**

Receive individualized assistance for your employment needs

Some of the commonly covered areas during One on One session are: job search, resume, and interview skills

- Ask your counselor to register you today

### 7. Networking & Social Marketing

- Learn some of the strategies to develop and exercise your networks and use them effectively to land a job.
- Find out what tools and resources are available to build your contacts.
- Discover how to prepare your “30-second

### 8. Job Search

- Learn how to prepare for your job search, how to use your time effectively while job searching, organizational skills, how to optimize your search and participants are provided with job search tools to assist them.

### 9. Job Maintenance

- Participants of this workshop will learn and discuss the importance of not only obtaining employment but more essential retaining employment. The workshop will review how to address issues at the workplace, effective communication with supervisors and coworkers, and how to resolve problems.

### 4. Cover Letter Techniques

- This workshop will examine the different styles and types of cover letters.
- You will learn the key sections and format for creating cover letters.
- How to prepare references and whom you can use, will also be explored.

### 5. Second Career Orientation

- This workshop provides a broad overview to the Second Career application process.
- Participants will discern whether the Second Career Program is the best fit for them and the steps required in the Second Career process.

### 6. Occupational Health and Safety

- A workshop that allows you to gain an understanding of your rights and safety in the workplace.
- You will review and examine current employment standards in Ontario, your rights and responsibilities, your employer's rights and responsibilities, and common hazards in the workplace.



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## FOR NEWCOMERS

### 1. Newcomer Information

#### Services

• A Newcomer Information Specialist will assist Newcomers with knowledge about settlement services and provide referrals. The Newcomer Information Specialist is available every **Tuesday and Wednesday from 9:00 am-5:00 p.m.** To book an appointment please ask at the front desk or call (416) 741-8714

### 2. Assessment and Case Management Services

• Clients have the opportunity to meet with counselors who will help them develop an individualized employment action plan based on their interests and agreed upon objectives. Access is provided to various programs to help individuals achieve their employment and training goals. Career and employment programs are designed to help unemployed and out of school individuals find and maintain employment. Participants with the help of an employment counselor will develop an Employment Action Plan, which provides them with career development tools and access to job development assistance.

### 3. Youth Leadership Development

Designed especially for youth between 11 and 24 years old, the program takes the best of today's youth and helps them become the leaders of tomorrow. The YMCA Youth Leadership Program combines leadership training, teamwork, self-government, and volunteer placement to help build confidence – and connections. The program can open doors for you, giving you the opportunity to: Meet other youth, Build new skills, Participate in your community, Earn volunteer hours/

## YOUTH SEXUAL HEALTH CLINIC:

A Nurse Practitioner and a Public Health Nurse will be available every Thursday from 3:00 p.m.-6:00 p.m.


Services include;

- Anonymous HIV testing
  - Birth Control counselling, options and prescriptions
  - Pregnancy options counselling
  - Sexually transmitted Infections testing
  - Free treatment for STDs
  - Emergency Contraception (or Morning After pill)
- The service is free of charge for youth up to 30 years of

age. The service is confidential and no Health card is needed.

### VOLUNTEER

Our volunteers contribute over 325,000 hours of service annually helping our communities become home to the healthiest children, teens and young adults. There are many benefits to volunteering. While you are learning new skills, building your Canadian experience, meeting new people and making friends you are also helping people improve their overall health, supporting children and youth as they grow into adults, helping newcomers settle in Canada and making a difference in your community. The YMCA has a wide variety of volunteer opportunities to match your passion, skills and schedule. **To find out more about Volunteering attend one of our information sessions. To sign up please ask at the front desk or call (416) 741-8714**

-  Workshops especially designed for newcomers to Canada, but open to any individual.
- \* May require registration with LOP program.

## Resume & Cover Letter Help

Resume and cover letter help is available in the centre on a one-on-one basis. Scheduled appointments are available Monday through Friday. These appointments can be made in person or over the phone.



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