



# Employment Workshops

Mississauga City Centre  
Drive YMCA Centre

151 City Centre Drive Suite 800

Mississauga

(905) 276 - 9322 ext. 31214

Monday, Wednesday, 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

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

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b> Resume Critique 5:30 p.m. – 7:00 p.m. Introduction to Internet 5:30 p.m. – 7:00 p.m.	<b>2</b> Mock Interviews 9:30 a.m. – 11:00 a.m.	<b>3</b> Typing Tutor 10:30 a.m. – 12:00 p.m.
<b>5</b> Mock Interviews 9:30 a.m. – 11:00 a.m.	<b>6</b> Resume Critique 5:30 p.m. – 7:00 p.m. Introduction to Word 5:30 p.m. – 7:00 p.m.	<b>7</b> Resume and Cover Letter 9:30 a.m. – 11:00 a.m.	<b>8</b> Resume Critique 5:30 p.m. – 7:00 p.m. Introduction to Excel 5:30 p.m. – 7:00 p.m.	<b>9</b> Social Media and Internet Job Search 9:30 a.m. – 11:00 a.m.	<b>10</b> Intro to the Computer 10:30 a.m. – 12:00 p.m.
<b>12</b> Introduction to LinkedIn 9:30 a.m. – 11:00 a.m.	<b>13</b> Resume Critique 5:30 p.m. – 7:00 p.m. Introduction to Internet 5:30 p.m. – 7:00 p.m.	<b>14</b> Interview and Job Search Skills 9:30 a.m. – 11:00 a.m.	<b>15</b> Resume Critique 5:30 p.m. – 7:00 p.m. Introduction to PowerPoint 5:30 p.m. – 7:00 p.m.	<b>16</b> Resume Critique 10:00 a.m. – 11:00 a.m.	<b>17</b> CLOSED
<b>19</b> CLOSED	<b>20</b> Resume Critique 5:30 p.m. – 7:00 p.m. Introduction to Excel 5:30 p.m. – 7:00 p.m.	<b>21</b> Second Career 9:30 a.m. – 11:00 a.m.	<b>22</b> Resume Critique 5:30 p.m. – 7:00 p.m. Introduction to Word 5:30 p.m. – 7:00 p.m.	<b>23</b> Mock Interviews 9:30 a.m. – 11:00 a.m.	<b>24</b> Typing Tutor 10:30 a.m. – 12:00 p.m.
<b>26</b> Introduction to Word 9:30 a.m. – 11:00 a.m.	<b>27</b> Resume Critique 5:30 p.m. – 7:00 p.m. Introduction to PowerPoint 5:30 p.m. – 7:00 p.m.	<b>28</b> Resume and Cover Letter 9:30 a.m. – 11:00 a.m.			



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

#### 1. Interview Skills (Mock Interviews)

- 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. How to Create Winning Resumes and Cover Letters

- 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.
- This workshop will also 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.

#### 3. Resume Critique

- Get one on one help with your resume.
- Get tips on how to improve your resume.
- This workshop will also examine the different styles and types of resumes.

#### 4. Interview and Job Search Skills

- 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 commercial" and how to penetrate the hidden job market.

#### 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.
- Applicants may qualify for educational funding.

#### 6. Internet Job Search

- This workshop allows you to familiarize yourself with the use of social media sites such as LinkedIn and Facebook and how to use them in your job search.
- Strengths to using each of these social networking websites and a comparison of the two sites will be examined.
- The use of specific features on LinkedIn will also be examined to help individuals maximize the effectiveness of the site.

#### 7. LinkedIn

- This workshop allows you to familiarize yourself with the use of LinkedIn.
- It will further enable you to enhance your LinkedIn profile, and utilize it as a job searching technique.
- Interactive activities that will help you become more aware of your skills and character traits.

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## COMPUTER WORKSHOPS

### 1. How to Use a Computer

- This course is for anyone who has no prior or very basic skills using a desktop computer.
- The various components of the computer will be covered such as the keyboard, mouse, monitor, etc.
- Build confidence using a computer.

### 2. Typing Tutor

- Improve your typing skills.
- Use Mavis Beacon Typing teaches software.
- Increase your words per minute.
- Animated keyboard layout and the typing graphic hands are used to correct mis-typing by showing the right way to type your learning and practice experience.

### 3. Introduction to the Internet

- Learn the basics of Internet on Internet explorer.
- Understand how to search using the Internet.
- Gain a more complete understanding of how the Internet works.
- Learn how to send, receive, reply, and for forward e-mails.

### 4. Microsoft Excel

- An introductory course for those with no prior experience in Excel and who desire to gain the necessary skills to create, edit, format and print basic Microsoft Office Excel 2010 worksheets.
- Learn how to add, subtract, multiple, and divide using MS Excel.
- Understand how to use basic formulas.
- Learn how to make graphs using Excel.

### 5. Microsoft PowerPoint

- Designed for those interested in learning how to create and modify files in the PowerPoint environment and construct presentations.
- Learn to navigate through the interface.
- Learn how to put text and pictures on slide.
- Prepare and learn how to give a slideshow.

### 6. Microsoft Word

- Learn how to create and modify files in the MS Word environment and create documents.
- Gain knowledge of editing documents.
- Save, rename, and retrieve documents and files
- Design and produce word processing documents, including editing, processing, storing, and printing.

## 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, Tuesday and Thursday. These appointments can be made in person or over the phone.

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