



# Employment Workshops

Pickering Kingston Road YMCA Centre  
1550 Kingston Road, Suite 16  
(905) 427-7670

Monday, Wednesday, Thursday & Friday: 8:30 a.m. – 5:00 p.m.  
Tuesday: 8:30 a.m. – 7:00 p.m.  
Saturday, Sunday: CLOSED



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## February 2018

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

Monday	Tuesday	Wednesday	Thursday	Friday
			1 Mock Interviews/Résumé Critiques 10:00pm – 12:00pm Student Drop In 3:00pm – 5:00pm	2
5	6 Second Career Information Session 10:00am – 12:00pm Job Club – Marketing Yourself 2:00pm – 3:00pm Student Drop In 3:00pm – 7:00pm	7	8 Magnet – Job Search Tool 1:00pm – 2:30pm Student Drop In 3:00pm – 5:00pm	9
12	13 Mock Interviews/Résumé Critiques 1:00pm – 3:00pm Student Drop In 3:00pm – 7:00pm	14 Housing Info Session – CDCD 11:00am	15 Student Drop In 3:00pm – 5:00pm	16
19 Closed for Family Day	20 Student Drop In 3:00pm – 7:00pm	21	22 Mock Interviews/Résumé Critiques 10:00pm – 12:00pm Student Drop In 3:00pm – 5:00pm	23
26 Second Career Information Session 1:00pm – 3:00pm	27 Magnet – Job Search Tool 10:00am – 11:30am Student Drop In 3:00pm – 7:00pm	28		





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

#### Ace the Interview

Are you a bundle of nerves during the job interview? Learn how to conduct yourself during an interview and how to answer those tough questions.

#### Create a Winning Résumé & Cover Letter

Sending out hundreds of résumés with no luck? This workshop will go through the basics of how to create and prepare an effective résumé and cover letter as well as develop the skills you need in order to stand out from the crowd!

#### Magnet – Job Search Tool

Register for this workshop to create your profile and upload your marketing tools. You will receive job matching alerts and access thousands of jobs to connect to employers.

#### Résumé Critiques (By Appointment)

Have a résumé but want it reviewed by one of our Job Skills Professionals? Call to book a 20 minute résumé critique session.

#### Accessing the Hidden Job Market

Job searching is much more than simply applying to advertised positions. Attend this workshop to discover how to implement a variety of job search techniques and learn how to access the hidden job market to expand your opportunities.

#### Mock Interview (By Appointment)

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.

#### Introduction to Microsoft (Word/Excel/PowerPoint)

Are you looking to learn more about spreadsheets? The Introduction to MS Excel workshop will introduce you to basic formatting, formulas and functions.

#### Mavis Beacon Typing

Attend this workshop to improve your basic computer skills with this step-by-step tutorial.

#### Second Career Information Session

Have you been laid off and having a difficult time finding a job? Perhaps it's time to go back to school to upgrade your skills. Attend this free information session to learn about Second Career and how the government can help you return to school and enter a new career.

#### Student Drop In's

Are you a student looking for help job searching, building your résumé / cover letter or need to practice your interviewing skills? Please visit us during one of our student drop in times (30 Minute Sessions) where we can assist you with your employment needs!

#### WHMIS Certification

WHMIS course is available for \$8.00 by scheduled appointment. This is an independent online learning course. Appointments are available Monday through Friday. Please call to register or sign up in person.



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