



# Employment Workshops

## Richmond Hill Bayview Avenue YMCA

10610 Bayview Avenue, Unit 12, Richmond Hill, ON L4C 3N8

Monday, Wednesday & Friday 9:00 a.m. - 5:00 p.m.

Tuesday & Thursday 9:00 a.m. - 8:00 p.m.

Centre is closed on Saturdays and Sundays

Please contact us at 905-780-9622 ext. 350/348 or come into our Centre to register for our workshops.



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# December 2017

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

Monday	Tuesday	Wednesday	Thursday	Friday
				<b>1</b> Second Career Orientation 9:30 am-11:00 am
<b>4</b> Resume & Cover Letter 9:30 am-11:00 am	<b>5</b> Employment Standards Act 9:30 am-11:00 am	<b>6</b>	<b>7</b>	<b>8</b>
Job Search Strategies 2:30 pm-4:00 pm	Interview Skills 2:30 pm-4:00 pm			
<b>11</b>	<b>12</b> Resume & Cover Letter 9:30 am-11:00 am Job Retention & Maintenance 2:30 pm-4:00 pm	<b>13</b>	<b>14</b> Job Search Strategies 9:30 am-11:00 am Canadian Culture & Etiquette for Newcomers 2:30 pm-4:00 pm	<b>15</b> LinkedIn: Your Online Job Search 9:30 am-11:00 am
<b>18</b> Resume & Cover Letter 9:30 am-11:00 am	<b>19</b>	<b>20</b> Apprenticeship Information Session 9:30 am-11:00 am	<b>21</b> Interview Skills 9:30 am-11:00 am	<b>22</b>
<b>25</b> Closed Christmas Day	<b>26</b> Closed Boxing Day	<b>27</b>	<b>28</b> Open 9:00 am – 5:00 pm	<b>29</b>

Ask us about specialized workshops for youth and students.





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## 1. Resume and Cover Letter

Designed to assist individuals to prepare and understand what is an effective Resume and Cover Letter. A resume and cover letter is your introduction to a future employer. This workshop will help you create a winning resume and cover letter and increase your chances of landing a job interview

## 2. Interview Skills

Interviews are important and learning the basics of how to succeed in an interview may help you land your dream job. This workshop will allow you to learn some basic tips, and discover different ways to deal with the pressure of an interview of the tougher interview questions often encountered.

## 3. Job Search Strategies

Your new job is out there – you just need to know where to find it! This workshop will introduce you to both traditional and non-traditional methods of job searching, including the power of networking and cold calling.

## 4. Job Retention and Maintenance

You've landed that dream job, now how to keep it! This workshop will provide tips and information to participants about the skills, knowledge and behavior necessary to succeed in their new found employment.

## 5. Introduction to Second Career

Second Career provides laid-off workers with skills training to help them find jobs in high-demand occupations in Ontario. If you have been laid off and unable to obtain substantial employment, this workshop will review suitability and eligibility criteria along with details around the process of applying for funding and client expectations around the Second Career program.

## 6. Apprenticeship

Apprenticeships are an often forgotten option for post-secondary education. An apprentice learns a job by working with a skilled supervisor in that area as well as attending some technical classroom training. This workshop will introduce you to the different types of apprenticeships available, basic requirements, and how to register as an apprentice with the Ministry of Training, Colleges and Universities (MTCU).

## 7. Employment Standards Act

The Employment Standards Act sets out the rights of employees and requirements that apply to employers in most Ontario workplaces. Fairness in the workplace is your right.

## 8. Canadian Culture & Etiquette

Designed Canadian Culture & Etiquette for Newcomers; Before beginning a volunteer or work placement, find out what you're walking into so you're better prepared to be a success. Educate yourself on the many office protocols before you start your first day! Come and learn about what to expect in the Canadian workplace environment.

## 9. LinkedIn: Your Online Job Search

This workshop will allow you to familiarize yourself with the use of the social media site LinkedIn, and how it can be used for your job search. The strengths and advantages of using this site will be examined, and the use of specific features on LinkedIn will be reviewed to help job seekers maximize the effectiveness of this site.

## 10. Y Talk

Are you a newcomer to Canada, a recent graduate or looking to break into a new field? Do you have questions that only someone in the industry can give you the answers? The Career Specific Information Session gives you the opportunity to directly speak to someone in the field and receive insight that only they could provide. This is an interactive session to receive information on the field and discuss navigating through your job search.

## 11. Small Business Information Session

This information session provides prospective entrepreneurs an overview of services, programs and assistance available in York region.



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