



Employment Workshops

Scarborough Finch Ave. Employment & Immigrant Services YMCA Centre

5637 Finch Ave., East, Unit 5
Scarborough, ON M1B 5K9

Tel: 416-335-5490

Tuesday, Thursday, Friday: 8:30a.m.-5:00p.m.

Monday & Wednesday: 8:30a.m.-7:00p.m.

Saturday & Sunday: Centre Closed

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December 2017

www.ymcagta.org/employment

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Getting a Job Through Networking & Scotts Directory 10:00am-12:00pm
4 How to Tailor Resume and Cover Letter 9:30am-12:30pm	5 Job Fair 11:am-2:00pm	6	7 Interview Skills 9:30am-12:30pm Resume and Cover Letter(Youth) 4:00-5:00pm	8 Second Career Info Session 2:00-4:00pm
11 How to Tailor Resume and Cover Letter 2:00-4:00pm	12 Interview Skills 9:30am-12:30pm Interview Skills (Youth) 4:00-5:00pm	13 Basic Computer Skills & MS Word For Beginners (Registration Required) 10:00am-12:00pm	14 YMCA Volunteer Info Session 2:00-4:00pm	15
18	19 Getting a Job Through Networking & Scotts Directory 2:00-4:00pm	20 Interview Skills 2:00-4:00pm	21 Basic Computer Skills & MS Word For Beginners (Registration Required)2:00-4:00pm	22
25 Centre closed for Christmas Day	26 Centre closed for Boxing Day	27	28	29 How to Tailor Resume and Cover Letter 9:30am-12:30pm



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BUILD THE SKILLS TO UNDERTAKE AN EFFECTIVE JOB SEARCH!

1. How To Tailor Resume & Cover Letter

- What is a resume? We will cover all there is to know, as well as the types of skills/experiences you should include.
- Learn how to put it all together; understand what to do prior, during, and after the interview to be successful!
- Discover how to write a winning cover letter.

2. How To Prepare For An Interview

- Learn how to plan and prepare for your interview, and how to make a great first Impression.
- Answer common and difficult interview questions.
- Determine how to wrap-up your interview effectively.
- Establish interview follow up techniques.

3. How To Look For a Job Through Networking

- Discover where jobs exist and how to land them.
- Conduct your job search networking and make valuable connections.
- Learn your own job search strengths.

4. Second Career Orientation

- Receive information on eligibility and suitability.
- What is the application process? We'll provide you with all you need to know.
- Determine what your next step is!

5. Volunteer Info Session

- Learn about available volunteer positions within the YMCA Tapscott.
- Overview of the recruiting process.
- Help getting you informed about the YMCA (sharing mission, vision and values).
- Overview of YMCA history and core services.

- Discussion of operating policies.

6. Basic Computer Skills & MS Word for Beginners

Note: Registration will be required to attend this workshop *Prerequisites: Keyboard and mouse skills*

- Learn the basic commands of MS Word: How to Open, Save, and Create a New Document; Formatting, Setting Margins, Printing and Inserting functions to create a proper Resume will also be covered.

7. Scotts Directory - Your Guide to GTA Employers

- Knowing your prospective employers is key to gaining employment. Scott's Directory allows you to screen through thousands of employers that suit your employment/career goals.