



YMCA Employment & Newcomer Workshops

Scarborough Milner Business Court
 YMCA Centre
 10 Milner Business Court Suite 600
 (416) 609-9622

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

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Follow us on: Facebook.com/YMCAGTA

May 2018

www.ymcagta.org/employment

Monday	Tuesday	Wednesday	Thursday	Friday
	1 Job Fair Coaching & Prep 2:00 p.m – 3:30 p.m	2 CDE – Personal Inventory 10:00 a.m – 12:30 p.m Resume Critiques (1-1) 10:00 a.m – 12:00 p.m (Appointment required)	3 CDE – Embracing Change 10:00 a.m – 12:30 p.m	4 CDE – Anatomy of the Workplace 10:00 a.m – 12:30 p.m Write a Dynamic Resume 1:00 p.m – 2:30 p.m
7 CDE – Appreciation for Communication 10:00 a.m – 12:30 p.m Interview Skills 12:30 p.m – 2:30 p.m	8 Scott's Directory - Your Guide to GTA Employers 11:00 a.m – 12:30 p.m CDE – Social Media 12:00 p.m – 2:30 p.m Interview Skills (Youth) 4:00 p.m – 5:00 p.m	9 CDE – You Are Your Own Brand 10:00 a.m – 12:30 p.m Write a Dynamic Resume 10:00 a.m – 11:30 a.m Write a Dynamic Cover Letter 11:45 a.m – 12:45 p.m	10 CDE – Nurture Your Network 10:00 a.m – 12:30 p.m Job Search Techniques 11:00 a.m – 12:30 p.m	11 CDE – Meet a Recruiter 10:00 a.m – 12:30 p.m
14 Write a Dynamic Resume 11:00 a.m – 12:30 p.m Write a Dynamic Cover Letter 12:45 p.m – 1:45 p.m	15 Job Search Techniques 11:00 a.m – 12:30 p.m Job Fair Coaching & Prep (Youth) 4:00 p.m – 5:00 p.m	16 Second Career 10:00 a.m – 12:00 p.m Health and Safety Online Training 2:00 p.m – 3:30 p.m	17 Online Job Search & Company Research 11:00 a.m – 12:30 p.m Information Session: Jobs in the Financial Industry 1:00 p.m – 2:30 p.m	18
21 Victoria Day Centre Closed	22 Interview Skills 11:00 a.m – 1:00 p.m Job Fair Coaching & Prep (Youth) 4:00 p.m – 5:00 p.m	23	24 Internationally Educated Accountants 10:00 a.m – 12:00 p.m Job Search Techniques 1:00 p.m – 2:30 p.m	25 Volunteering: Your Connection to Employment 2:00 p.m – 3:30 p.m
28 Write a Dynamic Resume 11:00 a.m – 12:30 p.m Write a Dynamic Cover Letter 12:45 p.m – 1:45 p.m	29 Online Job Search & Company Research 10:00 a.m – 11:30 a.m Write a Dynamic Resume (Youth) 4:00 p.m – 5:00 p.m	30 Interview Skills 10:00 a.m – 12:00 p.m Online Job Search & Company Research 2:00 p.m – 3:30 p.m	31 Scott's Directory - Your Guide to GTA Employers 2:00 p.m – 3:30 p.m	

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



Funded by: Citizenship and Immigration Canada
 Financé par: Citoyenneté et Immigration Canada



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May 2018 Workshops

EMPLOYMENT WORKSHOPS

1. Interview Skills

- 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. Write a Dynamic Resume

- Discover what the different types of resumes are, when you should use them and find out about the components of a resume and how to format it.

3. Write a Dynamic Cover Letter

- You will learn the key sections and format for creating successful cover letters.
- Learn the key factors involved in building and developing a successful cover letter.

4. Job Search Techniques

- This workshop will examine the different techniques to use to effectively job search & learn about the hidden job market to expand personal network in an organized way.

5. Networking & Cold Calling

- Learn ways to effectively utilize networking and cold calling to find employment.

6. 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.

7. Volunteering: Your Connection to Employment

- Learn how being a volunteer contributes to making yourself a more marketable and desirable asset to a company.

INFORMATION SESSIONS

Note: Guest Speaker will be providing these sessions

1. Information Session: Jobs in the Financial Industry

- Gain the inside knowledge of the financial jobs: accounting, banking, mortgage agent, financial planner or insurance.

COMPUTER WORKSHOP

Note: Registration will be required to attend this workshop

****Prerequisites:** Keyboarding and mouse skills**

1. Computer Training: Microsoft Word for Beginners

- Learn the basic commands of MS Word: How to Open, Save, Create new document, Formatting, Setting margins, Printing and Inserting the functions to create a proper Resume.

2. Computer Training: Microsoft Excel for Beginners

- Learn the basic commands of MS Excel: How to create Tables, Charts, input Formulas, Inserting, Deleting Rows and Columns, Sorting and other basic functions.

3. On-line Job Search & Company Research

- Explore various websites for employment and labour market information.

4. 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 fit your employment/career goals.

5. LinkedIn Lab

- Learn to navigate the social media platform and create an effective job searching tools for your professional network.

6. Basic Computer & Typing Practice

- Learn the basic operation of the computer and guide to typing practices.

7. Health and Safety Online Training

- This workshop is an online training through Ministry of Labour, where it provides a 4-step e-Learning module, which includes series of slides, videos, and quizzes about workplace safety, hazards, employee and employer rights, and much more. ***Bring headphones***

YOUTH WORKSHOPS

- Write a Dynamic Resume
- Job Search Techniques
- Interview Skills
- Job Fair Coaching & Prep

FOR NEWCOMERS

1. Connect the Dots to Employment (CDE)

- An eight week pre-employment workshop series that exposes newcomers to other important considerations during their job hunt. Exploring their own assets while understanding their tolerance for change. Learning about the inner workings of the workplace while acquiring new tools for communicating with others. Realizing their uniqueness and learning how to make online platforms work for them.

2. Internationally Educated Accountants

- Access to the accounting profession in Ontario from Chartered Professional Accountants.



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