



# 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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## February 2018

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

Monday	Tuesday	Wednesday	Thursday	Friday
			<b>1</b>  LinkedIn Lab 11:00 a.m – 12:30 p.m Scott's Directory - Your Guide to GTA Employers 3:00 p.m – 4:00 p.m	<b>2</b>  Online Job Search & Company Research 10:00 a.m – 11:30 a.m
<b>5</b>	<b>6</b>  Your Road to Employment 10:00 a.m – 12:00 p.m Intro to MS Excel Beginners (Part 1) 9:30 a.m – 12:00 p.m	<b>7</b>  Intro to MS Excel Beginners (Part 2) 9:30 a.m – 12:00 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	<b>8</b>  Interview Skills 11:00 a.m – 1:00 p.m Job Search Techniques 2:00 p.m – 3:30 p.m	<b>9</b>  Scott's Directory - Your Guide to GTA Employers 3:00 p.m – 4:00 p.m
<b>12</b>  Job Search Techniques 10:00 a.m – 11:30 a.m Job Fair Coaching & Prep 2:00 p.m – 3:30 p.m	<b>13</b>  The Cultural Mosaic 10:00 a.m – 12:00 p.m Write a Dynamic Resume 11:00 a.m – 12:30 p.m Express Resume Critique (Drop-in) (registration required) 1:00 p.m – 4:00 p.m	<b>14</b>  Health and Safety Online Training 10:00 a.m – 11:30 a.m Second Career 2:00 p.m – 4:00 p.m	<b>15</b>  Interview Skills 11:00 a.m – 1:00 p.m Scott's Directory - Your Guide to GTA Employers 2:00 p.m – 3:00 p.m	<b>16</b>  Volunteering: Your Connection to Employment 2:30 p.m – 3:30 p.m
<b>19</b>  Family Day (Centre Closed)	<b>20</b>  Write a Dynamic Resume 11:00 a.m – 12:30 p.m	<b>21</b>  Intro to MS Word Beginners (Part 1) 9:30 a.m – 12:00 p.m	<b>22</b>  Intro to MS Word Beginners (Part 2) 10:30 a.m – 12:30 p.m Information Session: Jobs in the Financial Industry 1:00 p.m – 2:30 p.m	<b>23</b>  LinkedIn Lab 10:00 a.m – 11:30 a.m
<b>26</b>  Interview Skills 10:00 a.m – 12:00 p.m Online Job Search & Company Research 2:00 p.m – 3:30 p.m	<b>27</b>  Job Search Techniques 11:00 a.m – 12:30 p.m Job Fair Coaching & Prep 2:00 p.m – 3:30 p.m	<b>28</b>		

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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## February 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

### FOR NEWCOMERS

#### 1. Your Road to Employment

- Learn about Employment Barriers & Goals, Credential Assessment, Job Search Process, and Services for Internationally-Trained Professionals

#### 2. The Cultural Mosaic

- Learn about the History of Canada, Canada's First Nations, Inuit and Northerners, Canadian Values, Slang and Phrases, Holidays and Traditions, and Food, Clothing and Inventions.



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