



# 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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## December 2017

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

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 <b>Write a Dynamic Resume</b> 10:00 a.m – 11:30 a.m <b>Write a Dynamic Cover Letter</b> 11:45 a.m – 12:45 p.m <b>Interview Skills</b> 2:00 p.m – 4:00 p.m	5  <b>Money Management and Budgeting</b> 10:00 a.m – 12:00 p.m <b>Job Fair Coaching &amp; Prep</b> 12:30 p.m – 1:30 p.m <b>Interview Skills (Youth)</b> 4:00 p.m – 5:00 p.m	6 <b>Intro to MS Excel Beginners (Part 1)</b> 9:30 a.m – 12:00 p.m	7 <b>Intro to MS Excel Beginners (Part 2)</b> 11:00 a.m – 1:00 p.m <b>Online Job Search &amp; Company Research</b> 2:00 p.m – 3:30 p.m	8 <b>LinkedIn Lab</b> 10:00 a.m – 11:30 a.m <b>Volunteering: Your Connection to Employment</b> 2:00 p.m – 4:00 p.m
11 <b>Intro to MS Word Beginners (Part 1)</b> 9:30 a.m – 12:00 p.m <b>Job Search Techniques</b> 2:00 p.m – 3:30 p.m	12 <b>Intro to MS Word Beginners (Part 2)</b> 9:30 a.m – 12:00 p.m <b>Write a Dynamic Resume (Youth)</b> 4:00 p.m – 5:00 p.m	13 <b>Write a Dynamic Resume</b> 10:00 a.m – 11:30 a.m <b>Write a Dynamic Cover Letter</b> 11:45 a.m – 12:45 p.m	14 <b>Interview Skills</b> 11:00 a.m – 1:00 p.m <b>Second Career (Theresa)</b> 1:00 p.m – 3:00 p.m	15
18 <b>Job Search Techniques</b> 10:00 a.m – 11:30 a.m <b>Scott's Directory - Your Guide to GTA Employers</b> 2:00 p.m – 3:00 p.m	19 <b>Write a Dynamic Resume</b> 11:00 a.m – 12:30 p.m <b>Write a Dynamic Cover Letter</b> 12:45 p.m – 1:45 p.m	20 <b>Basic Computer &amp; Typing Practice</b> 2:00 p.m – 3:00 p.m	21	22
25 <b>Christmas Day</b>  Centre Closed	26 <b>Boxing Day</b>  Centre Closed	27	28	29

 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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## December 2017 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.

### FOR NEWCOMERS

#### 1. Money Management and Budgeting

- This session you will learn how to get Smart about your financial planning and plan your finance strategically for your new life in Canada.

### YOUTH WORKSHOPS

Other workshops include:

- Write a Dynamic Resume
- Job Search Techniques
- Interview Skills



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