



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

October 2018

www.ymcagta.org/employment

Monday	Tuesday	Wednesday	Thursday	Friday
1	2 Job Search Techniques 10:00 a.m – 11:30 a.m Write a Dynamic Resume 2:00 p.m – 3:30 p.m	3 Your Road to Employment 10:00 a.m – 12:00 p.m Employment Rights at Work 12:30 p.m – 2:30 p.m	4 The Skilled Trades 10:00 a.m – 12:00 p.m Interview Skills 12:30 p.m – 2:30 p.m	5
8 Thanksgiving Day (Centre Closed)	9 Intro to MS Excel Beginners (Part 1) 9:30 a.m – 12:00 p.m Write a Dynamic Resume 10:00 a.m – 11:30 p.m Write a Dynamic Cover Letter 11:45 p.m – 12:45 p.m	10 Second Career 10:00 a.m – 12:00 p.m Intro to MS Excel Beginners (Part 2) 2:00 p.m – 4:00 p.m	11 Interview Skills 10:00 a.m – 12:00 p.m Networking and Cold Calling 2:00 p.m – 3:30 p.m	12
15 Intro to MS Word Beginners (Part 1) 9:30 a.m – 12:00 p.m Job Fair Coaching & Prep 2:00 p.m – 3:30 p.m	16 Intro to MS Word Beginners (Part 2) 9:30 a.m – 12:00 p.m Interview Skills 11:00 a.m – 1:00 p.m	17 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	18 Job Search Techniques 11:00 a.m – 12:30 p.m Basic Computer & Typing Practice 2:00 p.m – 4:00 p.m	19 LinkedIn Lab 10:00 a.m – 11:30 a.m Online Job Search & Company Research 2:00 p.m – 3:30 p.m
22 Scott's Directory - Your Guide to GTA Employers 2:00 p.m – 3:00 p.m	23 Job Search Techniques 11:00 a.m – 12:30 p.m	24 Interview Skills 10:00 a.m – 12:00 p.m	25 Write a Dynamic Cover Letter 10:00 a.m – 11:00 a.m Write a Dynamic Resume 11:00 a.m – 12:30 p.m Info Session: Jobs in the Financial Industry 1:00 p.m – 2:30 p.m	26 Volunteering: Your Connection to Employment 2:00 p.m – 4:00 p.m
29 Networking and Cold Calling 10:00 a.m – 11:30 a.m Job Fair Coaching & Prep 2:00 p.m – 3:30 p.m	30 Write a Dynamic Resume 10:00 a.m – 11:30 p.m Write a Dynamic Cover Letter 11:45 p.m – 12:45 p.m	31 Interview Skills 10:00 a.m – 12:00 p.m Job Search Techniques 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 :

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 Immigration Canada



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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. Your Road to Employment

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

2. Employment Rights at Work

- Get more information about your employment Rights and Health & Safety Rights at work.

3. The Skilled Trades

- This session educates newcomers on the steps/guides to Apprenticeship & Training, Trade Regulations & Designations, Employment Sectors, Government Initiatives, and Finding an Employer.

YOUTH WORKSHOPS

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



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