



Employment Workshops

Whitby Garden Street
YMCA Centre

3000 Garden Street, Unit: 100A
905-668-0044

Monday, Tuesday, Wednesday and Friday: 8:30 a.m. – 5:00 p.m.
Thursday: 8:30 a.m. – 7:00 p.m.
Closed on Saturdays & Sundays



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December 2017

www.ymcagta.org/employment

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 Student Drop In's 3:00pm – 5:00pm (30 min. Sessions)	5 Second Career 9:30am – 11:30am	6 Mock Interviews / Resume Critiques 1:00pm – 3:00pm	7 Student Drop In's 3:00pm – 7:00pm (30 min. Sessions)	8 Magnet - Job Search Tool 1:00pm – 2:30pm
11 Job Club – LinkedIn 10:00am – 11:00am Student Drop In's 3:00pm – 5:00pm (30 min. Sessions)	12	13 Mock Interviews/Resume Critiques 10:00am – 12:00pm	14 Student Drop In's 3:00pm – 7:00pm (30 min. Sessions)	15
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25 Centre Closed Christmas Day	26 Centre Closed Boxing Day	27	28	29



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December 2017 Workshops

Build the skills to undertake an effective job search!

1. Ace the Interview

Are you a bundle of nerves during the job interview? Learn how to conduct yourself during an interview and how to answer those tough questions.

2. Resume Critiques

Have a resume but want it reviewed by one of our Job Skills Professionals? Call to book a 30 minute resume critique session during the scheduled workshop times.

3. Second Career Orientation

Have you been laid off and having a difficult time finding a job? Perhaps it's time to go back to school to upgrade your skills. Why not attend this free information session to learn about Second Career and how the government can help you return to school and enter a new career?

4. Mock Interview

Learn how to present yourself positively and answer common interview questions. 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.

5. Accessing the Hidden Job Market

Job Searching is much more than simply applying to advertised positions. Attend this workshop to discover how to implement a variety of job search techniques and learn how to access the hidden job market to expand your opportunities.

6. Job Club

If you are looking for work, don't go it alone! Job Club will help you connect with other job seekers to share much needed advice.

7. Career Testing

Not sure what job will suit your interests and abilities? Sign up for the independent online Career Testing Workshop to discover your strengths, and pick a career you could LOVE!!

8. Student Drop In's

Are you a student looking for help job searching, building your resume or cover letter or need to practice your interviewing skills? Please visit us in one of our student drop in times where a half an hour will be allotted to assist you with your employment needs!

9. Resume & Cover Letter

Sending out hundreds of resumes with no luck? This two hour workshop will go through the basics of how to create and

prepare an effective resume and cover letter as well as develop the skills you need in order to stand out of the crowd!

10. Magnet - Job search Tool

Register for this workshop to create your profile and upload your marketing tools. You will receive job matching alerts and access thousands of jobs to connect to employers.

WHMIS Certification

WHMIS course is available for \$8.00 by scheduled appointment. This is an independent online learning course. Appointments are available Monday through Friday. Please call to register or sign up in person.

