



Employment & Newcomer Workshops

North York Dufferin Street YMCA Centre

4580 Dufferin Street, 2nd Floor
(416) 635-9622 / www.ymcagta.org

Monday & Wednesday: 8:30 a.m. – 8:00 p.m.

Tuesday, Thursday, Friday: 8:30 a.m. – 5:00 p.m.



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JUNE 2018

www.ymcagta.org/employment

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5 Effective Job Search Strategies 1:00 p.m. – 3:00 p.m.	6 Introduction to PowerPoint* 1:00 p.m. – 3:00 p.m. Working in Ontario 1:00 p.m. – 3:00 p.m.	7 Modern Canadian Resumes 10:00 a.m. – 12:00 p.m.	8
11	12 Successful Interview Techniques 1:00 p.m. – 3:00 p.m.	13 Cover Letters & References 1:00 p.m. – 3:00 p.m.	14  Canadian Workplace Culture 10:00 a.m. – 12:00 p.m.	15 Second Career Orientation 10:00 a.m. – 12:00 p.m.
18	19	20	21  Your Road to Employment 10:00 a.m. – 12:00 p.m.	22
25 Orientation to Cashier Training* 10:00 a.m. – 12:00 p.m. Introduction to Computers & MS Word* 1:00 p.m. – 3:00 p.m.	26 Modern Canadian Resumes 1:00 p.m. – 3:00 p.m.	27 Social Media Networking 1:00 p.m. – 3:00 p.m.	28	29



Workshops especially designed for newcomers to Canada, but open to any individual.

* May require registration with the LOP program.

Note: Workshop dates & times subject to change. Please call ahead to confirm.



Funded by:

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Immigration, Refugees and Citizenship Canada

Immigration, Réfugiés et Citoyenneté Canada



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1. Successful Interview Techniques

- 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.

2. Modern Canadian Resumes

- Learn how to write a resume that gets noticed.
- Discover what the different types of resumes are and when you should use them.
- Find out about the components of a resume, such as formatting.

3. Networking & Informational Interviews

- Learn some of the strategies to develop and exercise your networks and use them effectively to land a job.
- Find out what tools and resources are available to build your contacts.
- Discover how to prepare your "30-second commercial" and how to reach the hidden job market.

4. Cover Letters & References

- This workshop will examine the different styles and types of cover letters. You will learn the key sections and format for creating cover letters. How to prepare references and whom you can use, will also be explored.

5. How to Apply for City Jobs (TESS)

- This workshop provides an overview of the City of Toronto's external recruitment process for job opportunities. Learn about opportunities with the City, the online application process through Talentflow and what to expect during the application process.

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. Working in Ontario: Know Your Rights

- A workshop that allows you to gain an understanding of your rights and safety in the workplace.
- We will review and examine current employment standards in Ontario, your rights and responsibilities, your employer's rights and responsibilities, and common hazards in the workplace.

8. Social Media Networking

- Familiarize yourself with the use of social media sites such as LinkedIn and Facebook, and how to use them in your job search.
- Advantages to using each of these social networking websites and a comparison of the two sites will be examined.
- The use of specific features on LinkedIn will also be reviewed.

9. Effective Job Search Strategies

- Gain an introduction to the processes and key tools to undertake an effective job search. Participants will familiarize themselves with their strengths and set SMART job search goals. Traditional ways that employers prefer to hire, networking, and other job search methods to incorporate will be discussed.

10. Becoming Your Own Boss: How to Start a Business

- Join a guest speaker from Access Community Capital Fund to discuss aspects of starting your own business. Become aware of Business Plans, Sources for Capital, and regulatory requirements.

NEWCOMER & OTHER WORKSHOPS

1. Where Are the Jobs?

- Discover factors that influence the Canadian labour market, as well as the main labour market sectors. Find out where labour is needed, and learn about useful resources available to help you find labour market information.

2. Canadian Workplace Culture

- Before beginning your volunteer or work placement, you may want to know what you're walking into. Educate yourself on the many office protocols before you start your first day! Come and learn about the "ins and outs" of a Canadian workplace environment.

3. Your Road to Employment

- Become aware of some employment barriers encountered by newcomers seeking employment. Learn about the credential assessments services available, the job search process and the services for internationally trained professionals.

4. Basic Cash Register Training

- A two-day Workshop designed to help participants interested in working in the retail industry; gain knowledge and hands-on experience in the basic functions of a cash register. This includes customer service, basic math & other essential skills.

5. Financial Literacy

- Topics covered in this workshop include:
 - Budgeting and Spending Plans
 - Banking Basics
 - Credit and Borrowing
 - Saving and RESPs

COMPUTER WORKSHOPS

Note: Registration with the Learning Opportunities Program may be required to attend these computer workshops.

1. Introduction to Computers & MS Word

- This course is for anyone who has no prior, or very basic, skills using a desktop computer.
- It includes introduction to Microsoft Office Word 2010 and the Internet, and is designed for students who wish to learn the basic operations of Word and the Internet to perform their day-to-day responsibilities or to be more productive in their work.
- The workshop is divided up into six sessions: (1 per week). The following will be covered in each session: Session 1: Orientation (Assessment, Registration); Session 2: Getting to Know Your Computer (Using Windows, Using the Mouse, Keyboarding); Session 3: Microsoft Office Word (Managing Documents, Editing, Cut, Copy, Paste, & Inserting); Session 4: Tables; Session 5: Using Email and the Internet; Session 6: Explore occupations using on-line tools.

2. Microsoft Excel

- This introductory course is for those with no prior experience in MS Excel who desire to gain the necessary skills to create, edit, format and print basic Microsoft Office Excel 2010 worksheets.

3. Microsoft PowerPoint

- Designed for those interested in learning how to create and modify files in the PowerPoint environment and construct presentations.

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Resume & Cover Letter Help

Resume and cover letter help is available in the centre on a one-on-one basis. Scheduled appointments are available Monday through Friday. These appointments can be made in person or over the phone.



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