



Employment Workshops

Scarborough Finch Ave. Employment & Immigrant Services YMCA Centre

5637 Finch Ave., East, Unit 5

Scarborough, ON M1B 5K9

Tel: 416-335-5490

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

Monday & Wednesday: 8:30a.m.-7:00p.m.

Saturday & Sunday: Centre Closed



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October 2018

www.ymcagta.org/employment

Monday	Tuesday	Wednesday	Thursday	Friday
1	2 Basic Computer Skills & MS Word For Beginners (Registration Required) 9:30am-12:30pm	3 How to Tailor Resume & Cover Letter 9:30am-12:30pm	4	5 Interview Skills 9:30am-12:30pm
8 OFFICE CLOSED HAPPY THANKSGIVING	9	10	11 YMCA Volunteer Info Session 2:00pm-4:00pm	12 Second Career Info Session 2:00pm-4:00pm
15 Interview Skills 2:00-4:00pm	16 JOB FAIR 11:00AM – 2:00PM	17 How to Tailor Resume & Cover Letter 9:30am-12:30pm	18	19 Getting a Job Through Networking & Scotts Directory 10:00am-12:00pm
22	23 Online Job Search Techniques 2:00pm-4:00pm (Registration Required)	24 Getting a Job Through Networking & Scotts Directory 2:00pm-4:00pm	25 Basic Computer Skills & MS Word For Beginners (Registration Required) 2:00pm-4:00pm	26 Second Career Info Session 2:00pm-4:00pm
29 How To Use LinkedIn 2:00pm-4:00pm	30 How to Tailor Resume and Cover Letter 2:00pm-4:00pm	31		



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BUILD THE SKILLS TO UNDERTAKE AN EFFECTIVE JOB SEARCH!

1. How To Tailor Resume & Cover Letter

- What is a resume? We will cover all there is to know, as well as the types of skills/experiences you should include.
- Learn how to put it all together; understand what to do prior, during, and after the interview to be successful!
- Discover how to write a winning cover letter.

2. How To Prepare For An Interview

- Learn how to plan and prepare for your interview, and how to make a great first Impression.
- Answer common and difficult interview questions.
- Determine how to wrap-up your interview effectively.
- Establish interview follow up techniques.

3. 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 suit your employment/career goals.

4. How To Look For a Job Through Networking

- Discover where jobs exist and how to land them.
- Conduct your job search networking and make valuable connections.
- Learn your own job search strengths.

5. Second Career Orientation

- Receive information on eligibility and suitability.
- What is the application process? We'll provide you with all you need to know.
- Determine what your next step is!

6. Volunteer Info Session

- Learn about available volunteer positions within the YMCA Tapscott.
- Overview of the recruiting process.
- Help getting you informed about the YMCA (sharing mission, vision and values).
- Discussion of operating policies.

7. Basic Computer Skills & MS Word for Beginners

- Note:** Registration will be required to attend this workshop *Prerequisites: Keyboard and mouse skills*
- Learn the basic commands of MS Word: How to Open, Save, and Create a New Document; Formatting, Setting Margins, Printing and Inserting functions to create a proper Resume will also be covered.

8. How To Use LinkedIn

- Learn how to use LinkedIn effectively in your job search

9. Online Job Search Techniques

- Learn how to sign up with the job search websites and upload your resume on-line