



# 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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# January 2018

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

Monday	Tuesday	Wednesday	Thursday	Friday
1 <b>Centre closed for New Year</b>	2	3 <b>How to Tailor Resume and Cover Letter</b> 9:30am-12:30pm	4	5
8 <b>How to Tailor Resume and Cover Letter</b> 9:30am-12:30pm	9 <b>Interview Skills</b> 9:30am-12:30pm	10	11 <b>Getting a Job Through Networking &amp; Scotts Directory</b> 10:00am-12:00pm	12 <b>Second Career Info Session</b> 2:00-4:00pm
15 <b>Interview Skills</b> 9:30am-12:30pm	16 <b>TTC Information Session (Recruitment &amp; Hiring Process)</b> 1:00-2:30pm	17 <b>Basic Computer Skills &amp; MS Word For Beginners (Registration Required)</b> 2:00-4:00pm	18 <b>YMCA Volunteer Info Session</b> 2:00-4:00pm	19
22	23 <b>Getting a Job Through Networking &amp; Scotts Directory</b> 2:00-4:00pm	24 <b>Interview Skills</b> 2:00-4:00pm	25 <b>How to Tailor Resume and Cover Letter</b> 2:00-4:00pm	26 <b>Second Career Info Session</b> 2:00-4:00pm
29 <b>How to Tailor Resume and Cover Letter</b> 9:30am-12:30pm	30 <b>Basic Computer Skills &amp; MS Word For Beginners (Registration Required)</b> 10:00am-12:00pm	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. 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.

### 4. 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!

### 5. 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).
- Overview of YMCA history and core services.

- Discussion of operating policies.

### 6. 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.

### 7. 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.