



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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June 2018

www.ymcagta.org/employment

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Scott's Directory - Your Guide to GTA Employers 2:00 p.m – 3:30 p.m
4 Intro to MS Excel Beginners (Part 1) 9:30 a.m – 12:00 p.m Write a Dynamic Resume 2:00 p.m – 3:30 p.m	5 CDE - IELTS Masterclass 10:00 a.m – 12:00 p.m Intro to MS Excel Beginners (Part 2) 1:00 p.m – 3:30 p.m Interview Skills (Youth) 4:00 p.m – 5:00 p.m	6 Second Career 10:00 a.m – 12:00 p.m Job Search Techniques 2:00 p.m – 3:30 p.m	7 Interview Skills 11:00 a.m – 1:00 p.m Volunteering: Your Connection to Employment 2:00 p.m – 3:30 p.m	8 Basic Computer & Typing Skills 10:00 a.m – 11:30 a.m Online Job Search & Company Research 2:00 p.m – 3:30 p.m
11 Job Search Techniques 10:00 a.m – 11:30 a.m	12 CDE - Employment Rights at Work 10:00 a.m – 12:00 p.m Interview Skills 1:00 p.m – 3:00 p.m Job Fair Coaching & Prep (Youth) 4:00 p.m – 5:00 p.m	13 Write a Dynamic Resume 11:00 a.m – 12:30 p.m Write a Dynamic Cover Letter 12:45 p.m – 1:45 p.m	14 Job Fair Coaching & Prep 11:00 a.m – 12:30 p.m Health and Safety Online Training 2:00 p.m – 3:30 p.m	15 Scott's Directory - Your Guide to GTA Employers 2:00 p.m – 3:30 p.m
18 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	19 CDE - Money 101 for Newcomers 10:00 a.m – 12:00 p.m Resume Writing (Youth) 4:00 p.m – 5:00 p.m	20 Interview Skills 10:00 a.m – 12:00 p.m	21 Networking & Cold Calling 10 a.m – 11:30 a.m Basic Computer & Typing Skills 2:00 p.m – 3:30 p.m	22 Volunteering: Your Connection to Employment 2:00 p.m – 3:30 p.m
25 Interview Skills 10:00 a.m – 12:00 p.m Online Job Search & Company Research 2:00 p.m – 3:30 p.m	26 Intro to MS Word Beginners (Part 1) 9:30 a.m – 12:00 p.m Interview Skills (Youth) 4:00 p.m – 5:00 p.m	27 Intro to MS Word Beginners (Part 2) 9:30 a.m – 12:00 p.m	28 Write a Dynamic Resume 11:00 a.m – 12:30 p.m Write a Dynamic Cover Letter 12:45 p.m – 1:45 p.m	29

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: Citoyenneté et Immigration Canada



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June 2018 Workshops

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.

7. Health and Safety Online Training

- This workshop is an online training through Ministry of Labour, where it provides a 4-step e-Learning module, which includes series of slides, videos, and quizzes about workplace safety, hazards, employee and employer rights, and much more. ***Bring headphones***

YOUTH WORKSHOPS

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

FOR NEWCOMERS

1. Employment Rights at Work

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

2. Money 101 for Newcomers

- Learn about the finance planning strategies to save, set financial goals, create realistic budget, credit bureaus, files and ratings, shopping for credit card and use of credit wisely, as well as how Credit Canada can help with debt problems.



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