



# 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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## March 2018

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

Monday	Tuesday	Wednesday	Thursday	Friday
			<b>1</b> Student Drop In's 3:00pm – 7:00pm (30 min. Sessions)	<b>2</b>
<b>5</b> Student Drop In's 3:00pm – 5:00pm (30 min. Sessions)	<b>6</b> Second Career 1:00pm – 3:00pm	<b>7</b> Mock Interviews / Résumé Critiques 1:00pm – 3:00pm	<b>8</b> Student Drop In's 3:00pm – 7:00pm (30 min. Sessions)	<b>9</b> Magnet-Job Search Tool 1:00pm – 2:30pm
<b>12</b> Student Drop In's 3:00pm – 5:00pm (30 min. Sessions)	<b>13</b> Student Drop In's 1:00pm – 3:00pm (30 min. Sessions)	<b>14</b> Mock Interviews/Résumé Critiques 10:00am – 12:00pm	<b>15</b> Student Drop In's 3:00pm – 7:00pm (30 min. Sessions)	<b>16</b> Student Drop In's 10:00am – 12:00pm (30 min. Sessions)
<b>19</b> Student Drop In's 3:00pm – 5:00pm (30 min. Sessions)	<b>20</b>	<b>21</b> Second Career 9:30am – 11:30am Mock Interviews/Résumé Critiques 1:00pm – 3:00pm	<b>22</b> Magnet-Job Search Tool 10:00am – 11:30am Student Drop In's 3:00pm – 7:00pm (30 min. Sessions)	<b>23</b>
<b>26</b> Mock Interviews/Résumé Critiques 10:00am – 12:00pm Student Drop In's 3:00pm – 5:00pm (30 min. Sessions)	<b>27</b>	<b>28</b> Job Club – Marketing Yourself 10:00am – 11:00am	<b>29</b> Student Drop In's 3:00pm – 7:00pm (30 min. Sessions)	<b>30</b>



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## March 2018 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. Résumé Critiques

Have a résumé but want it reviewed by one of our Job Skills Professionals? Call to book a 30 minute Résumé 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 résumé 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. Résumé & Cover Letter

Sending out hundreds of Résumés with no luck? This two hour workshop will go through the basics of how to create and prepare an effective Résumé 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.

