



Employment Services

7800 Jane Street, Unit 1, Concord
(N/W corner of Hwy 7 & Jane St.)

January

2011

WORKSHOP CALENDAR

CENTRE HOURS

Monday to Friday
8:30 am - 4:30 pm

905-669-JOBS (5627)
vaughan@costi.org

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|--|---|--|---|
| 3 <i>Employment Services Info Session</i> 9:30am-10:30am | 4 <i>Second Career Info Session</i> 9:00am-10:00am | 5 <i>Employment Services Info Session</i> 9:30am-10:30am <i>ABC's of Resume Writing</i> 2:00pm-4:00pm | 6 <i>Second Career Info Session</i> 9:00am-10:00am <i>Effective Cover Letter</i> 2:00pm-4:00pm | 7 <i>Employment Services Info Session</i> 9:30am-10:30am |
| 10 <i>Employment Services Info Session</i> 9:30am-10:30am | 11 <i>Second Career Info Session</i> 9:00am-10:00am <i>Dynamic Resume Writing</i> 1:30pm-4:00pm | 12 GUEST SPEAKER <i>VBEC Small Business Info Session</i> 9:30am-12:00pm | 13 <i>Second Career Info Session</i> 9:00am-10:00am | 14 <i>Employment Services Info Session</i> 9:30am-10:30am |
| 17 <i>Employment Services Info Session</i> 9:30am-10:30am | 18 <i>Second Career Info Session</i> 9:00am-10:00am | 19 GUEST SPEAKER <i>CRA Small Business Info Session</i> 9:00am-12:00pm <i>Interview Tips Part 1</i> 2:30pm-4:00pm | 20 <i>Second Career Info Session</i> 9:00am-10:00am <i>Interview Tips Part 2</i> 2:30pm-4:00pm | 21 <i>Employment Services Info Session</i> 9:30am-10:30am |
| 24 <i>Employment Services Info Session</i> 9:30am-10:30am <i>Dynamic Resume Writing</i> 1:30pm-4:00pm | 25 <i>Second Career Info Session</i> 9:00am-10:00am <i>Hidden Job Market & Cold Calling</i> 10:30am-3:30pm | 26 <i>Employment Services Info Session</i> 9:30am-10:30am <i>Effective Cover Letter</i> 2:00pm-4:00pm | 27 GUEST SPEAKER <i>CRA Small Business Info Session</i> 9:00am-12:00pm <i>Second Career Info Session</i> 2:00pm-3:00pm | 28 <i>Employment Services Info Session</i> 9:30am-10:30am |
| 31 <i>Personality Dimensions</i> 9:30am-3:30pm | | | | |

**Please register as soon as possible to reserve a seat!
To avoid the cancellation of seminars, please let us know if you are unable to attend.**

**EMPLOYMENT
ONTARIO**

This *Employment Ontario* Service is funded in part
by the Government of Canada

JANUARY WORKSHOP EXPLANATIONS

ABC's of Resume Writing – For Beginners (2 Hours)

- Learn the basics of how to build an effective resume
- Identify skills that need to be communicated on your resume

Dynamic Resume Writing – Accomplishment Format (2 ½ Hours)

- Learn how to write a targeted resume with accomplishment statements
- Understand what information the employer looks for on your resume and where they look for that information
- Understand the different styles of resumes and which one markets your skills and abilities most effectively

Effective Cover Letter Writing (2 Hours)

- Cover letters are an important part of the job search process and function as an initial selling
- Learn the do's and don'ts of cover letter writing

Hidden Job Market & Cold Calling (All Day)

- Learn how to uncover the hidden job market
- Learn how to build and use your networking skills
- Cold Calling Tips

Interview Tips –Part 1 (1 ½ Hours)

- The interview is the key!!!! Succeeding in a job interview is a learning skill
- Knowing what to expect and how to prepare for the interview helps to relieve anxiety, increasing chances of success

Interview Tips-Part 2 (1 ½ Hours)

- From this hand-on workshop you will learn how to deal with those specially tough and tricky interview questions in a confident way
- You will have the opportunity to practice the skills and techniques through role plays, visual aids and group participation as well as receive feedback from the group and facilitator
- Prerequisite- Interview Tips part 1

Personality Dimensions (All Day)



- This fun and interactive workshop will demonstrate the importance personalities play when job searching and in the workplace. Learn how to read cues from the interviewer that will give you insight into their personality & create a more positive outcome.
- Personality Dimensions will enhance your understanding of the How personalities have such an impact in the workplace and also help you determine which career is right for you. After this workshop you will be able to use this understanding in such a way as to build strong work relations, create effective communication styles and get noticed by the decision makers in your work environment.

Practice Interviews (By appointment only)

- Interview Tips – Level 1 & 2 are prerequisite for this practice interview
- You will have an opportunity to be interviewed by a Facilitator and this interview will be video taped!
- You will have an opportunity to watch how you responded to interview questions; did you squirm & wiggle? Did you hesitate when providing your answers? What were you doing with your hands? Are you ready for your interviews?

Employment Services Information Session

This ES information session will familiarize individuals with the resources available to them not only through our self-directed Resource & Information Centre but also through the Assisted Employment Services available through Employment Ontario funded programs

Second Career Strategy Information Session

The second career strategy info session will help recently laid-off, unemployed workers retain in order to make the transition to a new career in a high-skill occupation that is in demand in their area. The strategy provides financial assistance, based on individual need, to help people with some of the costs associated with long-term training plan, including the cost of tuition and books.