



OCTOBER 2017 WORKSHOP CALENDAR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 CAFÉ Connections 10:00am – 12:00pm	3 netWORKS Orientation (18-29 Years Old) 9:00am – 12:00pm Practice Interview (by appointment only)	4 Strategic Résumés 9:00am – 12:00pm Practice Interview (by appointment only)	5 Multi-Employer Job Fair 10:00am – 1:00pm	6 Practice Interview (by appointment only)
9 Office Closed Thanksgiving Day	10 Résumé Writing Basics 10:00am – 12:00pm Practice Interview (by appointment only)	11 Ace Your Interview 1:30pm – 4:00pm	12 Networking and Job Search Strategies 9:30am – 12:00pm Practice Interview (by appointment only)	13 Second Career Info Session 1:30pm – 3:30pm Practice Interview (by appointment only)
16 CAFÉ Connections 10:00am – 12:00pm Practice Interview (by appointment only)	17 netWORKS Orientation (18-29 Years Old) 9:00am – 12:00pm Strategic Résumés 1:00pm – 4:00pm	18 Practice Interview (by appointment only)	19 VIP Business Event Incentive Programs for Hiring 10:00am – 12:30pm Effective Cover Letters 1:30pm – 3:30pm	20 Practice Interview (by appointment only)
23 CAFÉ Connections 10:00am – 12:00pm Practice Interview (by appointment only)	24 Networking and Job Search Strategies 1:30pm – 4:00pm Practice Interview (by appointment only)	25 Smart Serve Certification Course 9:30am – 3:30pm	26 Ace Your Interview 9:30am – 12:00pm	27 Second Career Info Session 9:30am – 11:30am Practice Interview (by appointment only)
30 CAFÉ Connections 10:00am – 12:00pm LinkedIn Fundamentals 2:00pm – 4:00pm	31 netWORKS Orientation (18-29 Years Old) 9:00am – 12:00pm Résumé Writing Basics 3:00pm – 4:30pm			



We are offering the **Mentoring Partnership** program for newcomer professionals who:

- Have lived in Canada for less than 3 years
- Have achieved at least a Bachelor's Degree
- Have at least 3 years of work experience in their area of expertise
- Are eligible to work in Canada

For more information, please contact us at 905-669-5627

*This calendar is subject to change



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

October 2017 Workshop Explanations

Ace Your Interview – The Interview is the key to getting the job (2.5 hours)

- Discover how to handle challenging interview questions with confidence
- Learn how to collect, compile and present information that showcase your skills and experience
- Find out the common mistakes that happen in interviews and how to avoid them

Resume Writing Basics (2 hours)

- Learn how to write a targeted resume using resume writing basics
- Utilize powerful action verbs, keywords and accomplishment statements

Strategic Resumes – the right one will make the difference! Learn from the experts (2.5 hours)

- Learn how to write a strategically targeted résumé using accomplishment statements and keywords
- Identify what information employers are looking for when they review résumés
- Discover how to market yourself effectively by using various types of résumés

Effective Cover Letters – An effective Cover Letter is the key to finding out why employers request a cover letter (2 hours)

- Learn how to compose an effective targeted cover letter that will get employers' attention
- Use your transferable skills in your cover letter to get the interview

Networking and Job Search Strategies – 85% of Jobs are not advertised! (2.5 hours)

- Find out where the jobs are and how to gain access to them
- Discover how easy it is to network to get employed

Practice Interviews – Be prepared for you interviews (Ace Your Interview is a prerequisite)

- Practice interviews are available **BY APPOINTMENT ONLY**, check with COSTI Staff to register
- You will be interviewed by a Facilitator for a duration of 30 minutes as per your appointment
- Self-evaluate your interview performance and receive constructive feedback from your Facilitator

Second Career Strategy Information Session (2 hours) – The second career strategy information session will help recently laid-off, unemployed workers make the transition to a new career in a high-skilled occupation that is in demand. Second Career Strategy provides financial assistance based on individual need to assist people with some of the costs associated with long-term training plans, including the cost of tuition and books.

netWORKS Orientation Session – Are you between 18 and 29 years old and excited about getting your career started? netWORKS is a new way to make connections with mentors who can help you get your career off the ground.

CAFÉ Connections – new and exciting networking event!

Connect with Like-Minded Professionals. This is your great opportunity to develop your networking skills

LinkedIn Fundamentals – This session gives insights and practical tips about what networking is and how to tap into the power of networking in a way that everybody feels good about it. In this workshop you will learn the first steps how to create and configure a strong LinkedIn profile and leverage this social media platform.

Introduction to Entrepreneurship – Vaughan Business Enterprise Centre (2 ½ hours)

Local connection to Business Resources for Entrepreneurs. Whether you want to start or to grow your business, the Vaughan Business Enterprise Centre (VBEC) is a one-stop source for business information, resources, and guidance. Remember, VBEC not only assists those looking to start a new business, but can help every step of the way; VBEC programs and services offer continual support and guidance to local business owners. Call now to register

SPECIAL EVENTS

VIP Business Event – Incentive Programs for Hiring - Samantha Timbers, Manager of COSTI Vaughan Employment Services will walk local businesses through available funding that will help them to hire their next employees. As part of Vaughan Small Business Week, this session offers invaluable insights into hiring in Vaughan. Save the date for the business **event of the fall! Vaughan Small Business Week**, Oct. 16-20. For more information, or to participate contact VBEC at 905-832-8526, or by email at VBEC@Vaughan.ca

Smart Serve Certification Course – Smart Serve Ontario is recognized by the Alcohol and Gaming Commission of Ontario (A.G.C.O.) as the official Responsible Server Training Program in the province of Ontario. Course Description: Module 1: Alcohol and the Law, Module 2: The Effects of Alcohol, Module 3: Maintaining a Safe and Enjoyable Atmosphere. An exam mark of 80 per cent is required to pass and become certified (Certificate card will be mailed within 4-6 weeks)

Multi-Employer Job Fair – Immediate and Various Full/Part Time jobs and Paid Internships opportunities available in different sectors and industries. Meet your future employer, on-site Interviews. Register now!