



## MAY 2016 WORKSHOP CALENDAR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4	5	6
<p><b>For the month of May Youth Resume clinics will be offered on Tuesdays and Thursday's From 3:00pm –4:00pm Drop in and see us</b></p>	<p>Practice Interviews By Appointment</p>	<p><b>Dynamic Résumés</b> 9:30am–12:00pm</p> <p><b>Career Exploration for Young Adults</b> 9:30am-12:00pm</p> <p><b>How to Get a Summer Job</b> 3:00pm-4:30pm</p>	<p><b>Ace Your Interview</b> 9:30am-12:00pm</p> <p><b>Sky Zone Job Fair</b> 1:00pm-5:00pm</p>	<p><b>Second Career Info Session</b> 9:30am -11:30am</p> <p><b>Guest Speaker Create Your Life For A Better Future</b> 2:00pm-4:00pm</p> <p>Practice Interviews By Appointment</p>
9	10	11	12	13
	<p><b>Résumé Writing for Young Adults</b> 10:00am-12:00pm</p>	<p><b>How to Get a Summer Job</b> 3:00pm-4:30pm</p> <p>Practice Interviews By Appointment</p>	<p><b>Networking and Job Search Strategies</b> 9:30am-12:00pm</p> <p><b>Dynamic Résumés</b> 1:30pm-4:00pm</p>	<p><b>1<sup>st</sup> Annual Women's Inspirational &amp; Business Expo</b> 11:00am-3:30pm</p>
16	17	18	19	20
<p><b>Guest Speaker Creative Job Searching</b> 1:00pm-3:00pm</p>	<p><b>Career Exploration for Young Adults</b> 10:00am-12:30pm</p> <p>Practice Interviews By Appointment</p>	<p><b>Ace Your Interview</b> 9:30am-12:00pm</p> <p>Practice Interviews By Appointment</p>	<p><b>Guest Speaker VBEC – Introduction to Entrepreneurship</b> 9:30am-12:00pm</p> <p><b>Dynamic Résumés</b> 9:30am–12:00pm</p>	<p><b>Guest Speaker Think and Grow Rich</b> 2:00pm-4:00pm</p>
23	24	25	26	27
<p><b>Victoria Day Centre is Closed</b></p>		<p><b>Networking and Job Search Strategies</b> 9:30am-12:00pm</p> <p><b>How to Get a Summer Job</b> 3:00pm-4:30pm</p>	<p><b>Dynamic Résumés</b> 9:30am–12:00pm</p> <p><b>LinkedIn Part 1</b> 2:00pm-4:00pm</p>	<p><b>Second Career Info Session</b> 9:30am -11:30am</p> <p><b>LinkedIn Part 2</b> 2:00pm-4:00pm</p>
30	31	<p><b>Looking for a summer job? Never worked before? We can help!</b></p> <p><b>Youth Resume clinics, Tuesday and Thursdays From 3:00pm – 4:00pm</b></p>		
<p>Practice Interviews By Appointment</p>	<p><b>Effective Cover Letter</b> 2:00pm-4:00pm</p> <p><b>Youth Resume Clinic</b> 3:00pm-4:00pm</p>			

# May 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

## **Dynamic Resumes - the right one will make the difference! Learn from the experts (2.5 hours)**

- Learn how to write a 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 find out why employers want 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)**

- You will be interviewed by a Facilitator and your interview will be recorded
- Self-evaluate your interview performance and receive constructive feedback from your Facilitator

## **Second Career Information Session (2 hours)**

The Second Career program is designed to help laid-off, unemployed workers make the transition to a new career in a high-skilled occupation that is in demand. Second Career 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.

## **LinkedIn Workshop Part 1 (2 hours) & Part 2 (2 hours)**

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 Part 1 you will learn the first steps how to create a profile, and in Part 2 you will learn how to use LinkedIn for job searching. It is mandatory to attend both Part 1 & 2, client should also have an active email account.

## **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!

## **Career Exploration for Young Adults (3 hours)**

Career exploration workshop will help you discover your skills, interests, abilities as well identify your best career choice.

## **Resume Writing for Young Adults (15-29 year olds) (2 hours)**

Learn how to write a targeted resume using accomplishment statements and keywords

## **1st Annual Women's Inspirational & Business Expo**

### **By Bliss Creations and Events & Ronnie's Home care**

We are opening the doors to the public

All are welcomed to share the day of networking, opportunity to expand your business and meet fascinating people!

## **Creative Job Searching**

### **Guest Speaker Haroula Annis- Assistant Manager, COSTI On-Line Services**

#### **Topics are:**

- COSTI On-line Services
- How to use job bank for more than just looking for a job
- How to upload your resume
- Using the social media to develop a network and find a job

## **Youth Resume Clinic**

Looking for a summer job? A resume is an important tool that when used effectively can land you the summer job you want. Drop in and have your resume critiqued by our employment specialists.

## **How to Get a Summer Job**

Looking for a summer job can be stressful, come to this workshop to find out how to best look for a summer or part time job. You will discover easy steps that you can take to be successful this summer

## **Sky Zone Job Fair**

May Job Fair! Sky Zone Indoor Trampoline Park Is Hiring!

COSTI Vaughan Employment Services is hosting a Job Fair for Sky Zone on Thursday May 5th from 1:00 pm to 5:00

Onsite Interviews will be held at 3100 Rutherford Rd, unit 102 Vaughan

Call 905.669.JOBS (5627) to register in advance.