



Neighbourhood Link

Support Services

Independence, Dignity and Community













3036 Danforth Avenue, Toronto, Ontario M4C 1N2

Telephone: 416-691-7407

General Fax: 416-691-8466

Employment Services Fax: 416-698-6453

MAY 2010 RESOURCE CENTRE SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>Hours of Operation</p> <p>Mon, Thu 12:30-7:30 Tue, Wed 9:30-4:30 Fri 9:30-1:00 Sat 9:30-2:30</p>	<p>One-on-One Resume Tune-up Or Mock Interview (see schedule) Please sign-up <i>in person</i> at reception</p>	<p>Job Search Videos Office Proficiency Testing Typing Tutorials WinWay Resume For more information see ERC Helpdesk</p>			<p>1 Job Search Assistance</p>
<p>3  Basic Internet 5:00 pm - 7:30 pm</p>	<p>4 Dialing for Jobs – DVD 2:00 pm - 4:00 pm</p>	<p>5 Interview Workshop 10:00 am - 1:30 pm</p>	<p>6  MS Excel (Level 1) 9:30 am - 11:30 am  E-Mail Workshop 5:00 pm - 7:00 pm</p>	<p>7 Job Search Assistance</p>	<p>8 Job Search Assistance</p>
<p>10  Basic Computer 5:00 pm - 7:30 pm</p>	<p>11  Applying for Jobs On-line 9:30 am - 12:00 pm</p>	<p>12 Resume Workshop 10:00 am - 1:30 pm</p>	<p>13  Professional Portfolio – PowerPoint 9:30 am - 11:30 am  MS Word (Level 1) 5:00 pm - 7:00 pm</p>	<p>14 Job Search Assistance</p>	<p>15 Job Search Assistance</p>
<p>17  Basic Internet 5:00 pm - 7:30 pm</p>	<p>18 Cover Letter Workshop 10:00 am - 1:30 pm</p>	<p>19 Legal Aid 9:30 am - 12:00 pm Interview Workshop 10:00 am - 1:30 pm</p>	<p>20  MS Excel (Level 2) 9:30 am - 12:00 pm  MS Word (Level 2) 5:00 pm - 7:30 pm</p>	<p>21 Job Search Assistance</p>	<p>22 CLOSED</p>
<p>24 CLOSED</p> <p>31 Basic Computer 5:00 pm - 7:30 pm</p>	<p>25 How to Access the Hidden Job Market 10:00 am - 1:00 pm</p>	<p>26 Resume Workshop 10:00 am - 1:30 pm</p>	<p>27  MS Word (Level 3) 9:30 am - 12:00 pm Business Cards That Get You Noticed  5:00 pm - 7:00 pm</p>	<p>28 Job Search Assistance</p>	<p>29 Job Search Assistance</p>

Please register in person, anytime during business hours. (Revised April 21, 2010) For more information, please call (416) 691-7407

Description of Workshops

Resume Workshop	Cover Letter Workshop
Learn to prepare resumes that get noticed: Purpose and styles of a resume, suggested formatting, profile and accomplishment statements.	Purpose of a Cover Letter, suggested formatting, parts of a cover letter and how to target your cover letter.
Interviewing Workshop	Interviewing 101
Learn how to prepare for the interview: types of interviews, how to prepare and answer difficult questions during the interviewing process, questions to ask the interviewer.	Practice interview skills through a one-on-one session with an employment facilitator. <i>Please submit a hard copy of your resume and a job posting prior to the session.</i>
How to Access the Hidden Job Market	Electronic Resume Workshop
Learn to locate and use resources for accessing hidden job market. Receive suggestions that will help in establishing networking contacts, ask and answer appropriate questions to develop future employment opportunities.	Find out why you need to create different formats of Electronic Resumes and familiarize yourself with the concept of scannable resumes. Practice using “keywords” related to your occupation in an electronic resume PREREQUISITE: Must have an e-mail account and knowledge of Internet basics
Dialing for Jobs - DVD	101 Resume Tune-up
How to call for a job interview – and get it, even when no opening exists.	How to improve your resume and achieve results. One-on-one resume coaching session.
Basic Computer	Basic Internet
Learn and practice <ul style="list-style-type: none"> • opening and closing programs, using toolbars • creating, saving, printing and retrieving documents 	Introduction to Internet and frequently used terms, practice browsing the Internet, how to job search through major Job Banks. PREREQUISITE: Computer Basics Workshop
MS Word (Level 1) (Formerly “Formatting a Resume”)	MS Excel (Level 1) (Formerly “Tracking Employer Contacts”)
Learn how to use Microsoft Word to prepare a professional looking resume by using suitable formatting such as (aligning text, inserting bullets, bolding text etc.) PREREQUISITES: Computer Basics Workshop	Learn to prepare spreadsheets which can help you organize your job search by keeping good record of employer contacts and when and where you applied. PREREQUISITE: Computer Basics Workshop
MS Word (Level 2) (Formerly “Intermediate Word”)	MS Excel (Level 2) (Formerly “Intermediate Excel”)
Practice changing and improving the look of your resume and cover letter, practice creating tab stops and page formatting, insert tables and columns, PREREQUISITE: MS Word (Level 1) Workshop	Formulas, charts, workspace customization, tips and tricks. PREREQUISITE: MS Excel (Level 1) Workshop
MS Word (Level 3)	Professional Portfolio – PowerPoint
Mass Mailings: how to print envelopes and labels and how to use Mail Merge PREREQUISITE: MS Word (Level 1) Workshop	Creating and saving a presentation, adding slides, entering, editing and formatting slide text, arranging slides to present your professional portfolio and create handouts for presentations. PREREQUISITES: Basic computer knowledge & keyboarding skills
MS Word – Small Business Flyer	Business Cards That Get You Noticed
Use MS Word graphics features to create flyer promoting your business. PREREQUISITE: MS Word (Level 1) Workshop	Create impressive-looking Business Cards to promote you to potential employers PREREQUISITE: Computer Basics and Microsoft Word Basics
Applying for Jobs On-line	Electronic Mail Workshop
Learn to create a professional profile on major job banks and company websites. PREREQUISITE: Must have an e-mail account; resume ready in Microsoft Word format and/or plain text format	Setting-up an Electronic mail account for employment applications. Practice sending and receiving emails, resume/cover letters through e-mail. Do’s and don’t with sending attachments. PREREQUISITES: Internet Basics Workshop