

# NOVEMBER 2018

## EMPLOYMENT SERVICES



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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
 <p><b>Do you want to win a Metro Pass or another great prize?</b> Ask about our <b>“TELL-A-FRIEND” Program!</b></p>	<p><b>Need guidance in your job search...?</b> See an <b>EMPLOYMENT COUNSELLOR</b> <i>Ask @Reception</i></p> 	<p><b>RESOURCE CENTRE HOURS</b> Monday – Thursday 9:00 am – 4:00 pm Friday 9:00 am – 1:00 pm</p>	<p><b>1 Interview Practice-Video</b> <i>Referral by Employment Counsellor</i> <i>Prerequisite: Interview Workshop</i> 9:30 am – 3:00 pm</p>	<p><b>2 Résumé Critique</b> <i>No appointment needed</i> 9:00 am – 12:00 pm</p>
<p><b>5 Job Searching with Social Media: LinkedIn</b> 9:30 am – 1:00 pm</p>	<p><b>6 Career Exploration Starting</b> <i>Referral by Employment Counsellor</i> Tue-Thu: 9:30 am – 3:30 pm <i>See description on the back</i></p>	<p><b>7 Personalized Résumé Assistance</b> <i>Referral by Employment Counsellor</i> 9:00 am – 11:00 am</p>	<p><b>8 Computer Skills Tutorials</b> <i>MS Word, Excel, PowerPoint, Access or Outlook</i> Ask for details at Sign-In Desk</p>	<p><b>9 Résumé Critique</b> <i>No appointment needed</i> 9:00 am – 12:00 pm</p>
<p><b>12 Job Works Program Starting</b> <i>Referral by Employment Counsellor</i> Mon-Fri: 9:30 am – 3:30 pm <i>See description on the back</i></p>	<p><b>13 Format for Winning Résumé</b> <i>Prerequisite: Résumé Soft Copy</i> 10:00 am – 12:00 pm</p>	<p><b>14 Personalized Résumé Assistance</b> <i>Referral by Employment Counsellor</i> 9:00 am – 11:00 am</p>	<p><b>15 Online Job Applications</b> <i>Personalized Assistance</i> <i>Prerequisite: Résumé Needed</i> 9:00 am – 12:00 pm</p>	<p><b>16 Test Your Typing Speed</b> <i>Computerized Typing Tutorial</i> Ask for details at Sign-In Desk</p>
<p><b>19 Newcomers Program Starting</b> <i>Referral by Employment Counsellor</i> Mon-Fri: 9:30 am – 3:30 pm <i>See description on the back</i></p>	<p><b>20 Format for Winning Résumé</b> <i>Prerequisite: Résumé Soft Copy</i> 10:00 am – 12:00 pm</p>	<p><b>21 Personalized Résumé Assistance</b> <i>Referral by Employment Counsellor</i> 9:00 am – 11:00 am</p>	<p><b>22 Online Job Applications</b> <i>Personalized Assistance</i> <i>Prerequisite: Résumé Needed</i> 9:00 am – 12:00 pm</p>	<p><b>23 Computer Skills Tutorials</b> <i>MS Word, Excel, PowerPoint, Access or Outlook</i> Ask for details at Sign-In Desk</p>
<p><b>26 Résumé Workshop</b> 9:30 am – 12:00 pm <b>Résumé Practice</b> <i>Prerequisite: Résumé Workshop</i> 1:00 pm – 3:00 pm</p>	<p><b>27 Interview Workshop</b> 9:30 am – 12:00 pm <b>Interview Practice</b> <i>Prerequisite: Interview Workshop</i> 1:00 pm – 3:00 pm</p>	<p><b>28 Accessing the Hidden Job Market</b> 9:30 am – 3:00 pm</p>	<p><b>29 Interview Practice-Video</b> <i>Referral by Employment Counsellor</i> <i>Prerequisite: Interview Workshop</i> 9:30 am – 3:00 pm</p>	<p><b>30 Résumé Critique</b> <i>No appointment needed</i> 9:00 am – 12:00 pm</p>

For more information visit in person, call 416.691.7407 or email [employment@neighbourhoodlink.org](mailto:employment@neighbourhoodlink.org)

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## WORKSHOP DESCRIPTIONS

- **RÉSUMÉ WORKSHOP**

This workshop is designed to provide the knowledge necessary to prepare an effective résumé. Training covers the basics of résumé writing: résumé structure, formatting and styles. It is suitable for beginners as well as clients looking to refresh their knowledge. We review many résumé examples as well as more complex topics such as accomplishment statements, matching skills and experience to employers' needs, writing style tips and the latest trends in résumé writing.

- **RÉSUMÉ PRACTICE**

This practice session is designed for people who are already familiar with the basic principles of résumé writing. Participants learn to identify accomplishments and achievements and how to describe them to persuade employers. They also receive advice on identifying their job skills and transferable skills, targeting their résumés to match the requirements of the employer and ultimately creating a strong and memorable résumé.

PREREQUISITE: Résumé Workshop

- **INTERVIEW WORKSHOP**

This workshop is designed to assist job applicants feel confident during job interviews and to improve their chances of getting hired! Through discussion of relevant topics and practical activities, the workshop provides clients the information needed for proper action planning and interview preparation, as well as the opportunity to ask questions and share their previous interview experiences.

- **INTERVIEW PRACTICE**

This interactive workshop is suitable for clients who are already familiar with interview basics. During this workshop we go over some of the most common interview questions, participants are able to practice and develop their interviewing skills and receive constructive feedback within a supportive and friendly environment.

PREREQUISITE: Interview Workshop

- **INTERVIEW PRACTICE-VIDEO**

Videotaped one-on-one practice interview session with helpful, constructive feedback from our professionals. Please book an appointment through an Employment Counsellor.

- **JOB SEARCHING WITH SOCIAL MEDIA: LINKEDIN**

This is an interactive workshop for clients who are familiar with LinkedIn but need to expand their knowledge in how to use it more efficiently. We review how to create a professional online presence, a strong online identity and how to create professional networking connections to support the job search process. Tips, guidelines and practical drills are included in the training.

- **ONLINE JOB APPLICATIONS**

This personalized assistance is suitable for clients who have difficulty with completing online job applications. To benefit, clients should come prepared with a job posting that requires online application, and a résumé targeted to the job they want to apply for. Clients may attend multiple sessions until they become comfortable applying online without assistance. Additional Online Job Application sessions other than those specified in the schedule may be arranged – ask at the Sign-In Desk for details.

- **FORMAT FOR A WINNING RÉSUMÉ**

Clients will leave with a perfectly formatted résumé completed with the assistance of the Facilitator. They will also gain essential document-formatting computer skills to create professional résumé appearance and a great first impression. Clients may receive referrals to our Résumé Workshop, based on individual needs.

- **RÉSUMÉ CRITIQUE**

This session consists of a 15-minute one-on-one consultation with an Employment Counsellor to review a résumé or cover letter, and receive tips on how to make it more effective to attain tangible results. Clients receive help on editing and proofreading, document formatting and selection of the most appropriate document style.

- **PERSONALIZED RÉSUMÉ ASSISTANCE**

One-on-one résumé assistance for clients who need more guidance and support to identify and articulate their achievements, and to craft a winning résumé that will attract the attention of employers. To attend, please book an appointment through an Employment Counsellor.

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### **MORE INTENSIVE PROGRAMS FOR ASSISTED CLIENTS (a referral from a counsellor is needed to register and participate)**

- **JOBWORKS:** A specialized one-week job search program. Participants will enhance their job search skills and learn about transferable skills, cover letters, résumés, interviews and networking.
  - **CAREER EXPLORATION:** A three day program to help participants to identify and consider different career options and explore their personality type, interests, skills and values.
  - **NEWCOMERS PROGRAM:** This program helps new Canadians achieve their career goals in Canada in the shortest period of time. Participants will learn about the current Canadian/local labour market, workplace expectations, employment standards, and develop a marketable résumé, cover letter and interview skills.
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**Note:** For detailed information about our guest speakers' presentations, please visit our website [www.neighbourhoodlink.org/employment](http://www.neighbourhoodlink.org/employment)