



A Division of Youth
Employment Services YES
Serving Adults and Youth

BLOOR- DUNDAS EMPLOYMENT CENTRE WORKSHOP SCHEDULE FOR

The Employment Champion April 2010

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Address 1610 BLOOR ST. WEST To register in advance call 416-535-8448 Hours of Operation Mon - Thurs: 9 am to 5 pm Friday: 9 am to 4:30 pm</p>			1	2 Closed For Good Friday
5 Closed For Easter Monday	6 MS EXCEL – Introduction to MS Excel 9:30 – 11:30 am	7 MS EXCEL – Formatting Worksheets 9:30 – 11:30 am Guest Speaker COSTI Information Session (Felix Amato) Second career, skills development, self employment and more... 2:30-3:30 pm	8 MS EXCEL – Organizing Your Job Search 9:30 – 11:30 am	9
12 Guest Speaker UTISA (Adina) Free one-on-one ESL Tutoring 2:00-3:30pm	13 Guest Speaker Workers Action Centre (Sonia) 2:00-4:00pm	14	15 Writing a resume that works 2:00-3:30	16 Career Discovery Workshop (Personality Dimensions) 2:00-4:00
19	20 Creating that winning cover letter 2:00-3:30	21 Guest Speaker PRIMERICA (Andrew F. Damaso) 2:00-3:30pm	22	23 Effective Job Search Techniques 10:00-11:30
26	27 Computer Basics 10:00-11:30	28 Guest Speaker Transitions to Employment- TDSB (Meral Altinada) 2:00-4:00pm	29 Preparing for a job interview 10:00-11:30	30

Guest Speakers & Special Events Description (Please book in advance for all workshops)

- Apr. 7 Costi Employment Centre – Info about Second Career, job creation programs, self employment and more...
- Apr. 12 University of Toronto Immigrant Support and Awareness (UTISA) – Info about FREE one-on-one ESL Tutoring
- Apr. 13 Workers Action Centre – Find out about your rights in the workplace, including vacation days, wages, EI etc.
- Apr. 21 Primerica Financial – Learn About Financial Management and Careers in the Field Of Finance
- Apr. 28 Transitions to Employment (TDSB) – Info On Employment Programs, Mentoring, & Training

NOTE: All workshops are subject to change or cancellation please call to confirm.

Monthly Events Outcomes

See How Our Workshops Can Help You!

Creating Your Best Résumé: Join us and find out how!

Writing Cover Letters: A great, professional cover letter gets you noticed by prospective employers, but nobody really likes writing them. We recognize this and can help you overcome these challenges.

Interview Skills: Prepares you for the interview, helps you recognize the different types of interviews and maximize your chances of success!

Mock Interview: Designed to prepare you for an upcoming real life interview in this one-on-one appointment. Feedback is provided. Please bring your résumé and dress for success!

Effective Job Search Strategies/Networking will help you: find the hidden job market, show you new and effective techniques for job searching, job search action plans, types of employment available and the skills needed, new and exciting job websites, overcoming job searching barriers and more!

NEW Personality Dimensions: Are you curious to learn more about your personality and how it relates to your employment success? Learn about this tool that helps in building a lasting impact through increasing self-knowledge, building self-awareness, and effective communication strategies.

NEW Surviving A Recession: Let us show you how to access valuable helpful resources. Also included is an important section on stress management, meeting employer expectations, and job maintenance.

Computer Basics Workshop: An Introduction to Computers: If you are new to computers then this workshop will introduce you to the basics of computers and help you to feel more comfortable using them, especially in your job search. It includes learning and practicing how to use the mouse and keyboard.

Learn how to create your own **Email Account**, how to send and receive mail, and how to attach your résumé! This skill is a must for all!

MS Word: Come get acquainted with MS Office toolbars, learn all the tricks of working with text and gain the power of formatting your own documents. You will also learn about different *types* of documents and why fonts and styles are important in employment documents.

MS Excel: Come to these workshops to learn how to use it, what you can do with it, how to format worksheets and even organize your job search with it.

MS Office Graphics will prepare you for better results with MS PowerPoint, Publisher and others.

MS PowerPoint: Make sure to attend the Graphics workshop and then the PowerPoint workshops will teach you how you can prepare and present your portfolio. This is a unique and powerful way of presenting yourself and your skills to potential employers.

Networking Cards: Make sure to attend the Graphics workshop and then learn how to use MS Publisher to make things like business cards and networking cards, which help promote you to employers.