

Employment Services Vaughan



7800 Jane Street, Unit 1, Concord ON L4K 4R6

(N/W corner of Hwy 7 & Jane St.)

Tel: 905-669-JOBS (5627)

Email: vaughanemployment@costi.org

CENTRE HOURS: Monday to Friday 8:30 am - 4:30 pm

JANUARY 2013 WORKSHOP CALENDAR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 New Year Centre Closed	2	3 Ace Your Interview 9:00am-12:00pm	4 Dynamic Resumes 9:00am-12:00pm
7 Networking and Job Search Strategies 9:00am-12:00pm	8 Networking Café 10:00am-11:30am	9 Practice Interviews By Appointment	10 Dynamic Resumes 1:00pm-4:00pm	11 Second Career Info Session 9:00am-11:00am
14 Ace Your Interview 1:00pm-4:00pm	15 Networking Café 10:00am-11:30am	16	17 Dynamic Resumes 9:00am-12:00pm	18 Practice Interviews By Appointment
21 Practice Interviews By Appointment	22 Networking Café 10:00am-11:30am	23	24 Guest Speaker VBEC – Introduction to Entrepreneurship 9:30am-12:00pm Networking and Job Search Strategies 1:00pm-4:00pm	25 Second Career Info Session 9:00am-11:00am
28 Dynamic Resumes 1:00pm-4:00pm	29 Networking Café 10:00am-11:30am	30 Ace Your Interview 1:00pm-4:00pm	31 Practice Interviews By Appointment	

Register as soon as possible to reserve a seat and please call if you are unable to attend.
As a courtesy to others, please arrive ON TIME for your workshops. Thanks!

**EMPLOYMENT
ONTARIO**

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

January Workshop Explanations

Ace Your Interview - The Interview is the key to getting the job (3 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 (3 hours)

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

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! (3 hours)

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

Networking Café

- Over 85% of job seekers find work through networking
- Join us at the Networking Café where you will meet fellow job seekers and facilitators in a supportive and informative environment to share job leads, tools and resources you need for successful networking and more.

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 Strategy Information Session (2 hours)

The second career strategy info session will help recently laid-off, unemployed workers retain in order to make the transition to a new career in a high-skill occupation that is in demand in their area. The strategy provides financial assistance, based on individual need, to help people with some of the costs associated with long-term training plan, including the cost of tuition and books.

Vaughan Business Enterprise Centre

VBEC provides services to all business owners. These services are made available through a partnership developed between the City of Vaughan (Economic Development Dept.) and the Province of Ontario (Ministry of Small Business and Consumer Services) VBEC acts as a local connection to business resources for entrepreneurs