



7800 Jane Street, Unit 1

FEBRUARY 2006



CENTRE HOURS

Mon. & Fri.

8:30 AM - 4:30 PM

Tues., Wed. & Thurs.

8:30 AM - 7:00PM

905-669-JOBS (5627)

vaughanerc@costi.org

ADDITIONAL WORKSHOP INFORMATION

Please register at least one day in advance via email, phone or in person

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1 CREDENTIAL ASSESSMENT 9 – 12 AM ⇨ PLEASE SCHEDULE AN APPOINTMENT TO ATTEND THIS SESSION!	2 INTERVIEW TIPS 9:30 – 11:30 AM
			6 COVER LETTER WRITING 9:30 – 11:30 AM	7 APPRENTICESHIP INFORMATION FOR YOUTH 10 – 11 AM
13 HIDDEN JOB MARKET 10 – 3 PM	14 SPHERION 9:30 AM – 4:00 PM ⇨ BRING YOUR RESUME TO APPLY IN PERSON	15 INTRODUCTION TO THE CANADIAN WORKFORCE FOR INTERNATIONALLY TRAINED INDIVIDUALS 1 – 3 PM	 16 CREDENTIAL ASSESSMENT 9 – 12 AM ⇨ PLEASE SCHEDULE AN APPOINTMENT TO ATTEND THIS SESSION! YOUTH CONSULTANT AVAILABLE TODAY! 1- 4 PM	17 ABC'S OF RESUME WRITING 9:30 – 11:30 AM
20 RESUME WRITING (ACCOMPLISHMENT FORMAT) 9 – 11:30 AM	21 COVER LETTER WRITING 1 – 3 PM	22 PROCONNECT INFORMATION SESSION 9 – 11 AM	23 ACCESSING TRADES & PROFESSIONS FOR INTERNATIONALLY TRAINED INDIVIDUALS 1 – 3 PM	24
27 INTERVIEW TIPS 9:30 – 11:30 AM	28 THE OFFICE TEAM PRESENTS INFORMATION FOR ADMINISTRATIVE PROFESSIONALS 1:30 – 3:30 PM	ATTENTION: CLIENTS ARRIVING IN EXCESS OF 15 MINUTES PAST THE START TIME OF WORKSHOPS..... WILL BE REQUIRED TO RE-SCHEDULE!		