



7800 Jane Street, Unit 1

MAY
2006



CENTRE HOURS

Mon. & Fri.

8:30 am - 4:30 PM

Tues., Wed. & Thurs.

8:30 am - 7:00 pm

905-669-JOBS (5627)

vaughanerc@costi.org

ADDITIONAL WORKSHOP INFORMATION

Please register at least one day in advance via email, phone or in person... Please also let us know if you are unable to attend prior to session...

Clients arriving in excess of 15 minutes past the start time of workshop will be required to reschedule.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Interview Tips 9 – 11 am	2 Intro to Canadian WorkForce for ITI Professionals 1 – 3 pm	3 Transferable Skills 1 – 3 pm	4 Cover Letters 1 – 3 pm	5 Resume Writing (Accomplishment Format) 9 – 11:30 am
8 Be Assertive 9 – 11 am	9 Apprenticeship Information Session 10 – 11 am	10 Centre Closed	11 <i>J & F Home Child Care Services</i> 10 – 11:30 am	12 Hidden Job Market 10 am – 3 pm
ABC's of Resume 1 – 3 pm	Career Portfolios 1 – 3 pm		Mock Interviews 1 – 3 pm	
15 16 17 18				19 Resume Writing (Accomplishment Format) 9 – 11:30 am
Jump Start Your Job Search 9:30 am - 3 pm with lunchbreak between 12:00 to 1:00pm You must attend all four days in order to register				
22 Centre Closed: Victoria Day Holiday	23 Accessing Trades ITI Professionals 1 – 3 pm	24 <i>World Education Services & Settlement.org</i> 10 – 11:30 am	25 ABC's Resume Writing 1 – 3 pm	26 Interview Tips 9 – 11 am
		Cover Letters 1 – 3 pm		
29 Hidden Job Market 10 am – 3 pm	30 Resume Writing (Accomplishment Format) 9 – 11:30 am	31 Mock Interviews 1 – 3 pm	***Interested in an Apprenticeship?*** Sherry Hunt from the Apprenticeship Board will be here May 16th @ 10:00 am Sign up now!!	