

# Employment Services Caledonia



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416-789-7925

caledoniaemployment@costi.org

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

## DECEMBER 2017 WORKSHOP CALENDAR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>We are offering <u>TRIEC Mentoring Partnership</u> program for newcomer professionals.</p> <p>To book an appointment, please email Luti Yalcin at <a href="mailto:yalcin@costi.org">yalcin@costi.org</a> with your resume.</p>				<p>1</p> <p>TRIEC Mentoring Partnership Info Session 10:00am-11:00am</p>
<p>4</p> <p>Employment Services Info Session 9:00am-10:00am</p>	<p>5</p> <p>Strategic Resume Writing Workshop 9:30am-12:30pm</p>	<p>6</p> <p>Client Appreciation Day 5:00 pm-7:00pm</p>	<p>7</p> <p>Second Career Info Session 10:00-12:00pm</p>	<p>8</p> <p>Employment Services Info Session 9:00am-10:00am</p> <p>Career Cruising Website 10:00am-11:00 am</p>
<p>11</p> <p>Employment Services Info Session 9:00am-10:00am</p>	<p>12</p> <p>Strategic Resume Writing Workshop 9:30am-12:30pm</p>	<p>13</p> <p>Ace Your Interview Workshop 9:30am-12:30pm</p>	<p>14</p> <p>On-Line Job Search 2:30pm-3:30pm</p>	<p>15</p> <p>Employment Services Info Session 9:00am-10:00am</p> <p>Resume Critique By Appointment only 10:00am-10:45am</p>
<p>18</p> <p>Employment Services Info Session 9:00am-10:00am</p> <p>Second Career Info Session 10:00-12:00pm</p>	<p>19</p> <p>Strategic Resume Writing Workshop 9:30pm-12:30pm</p>	<p>20</p> <p>Ace Your Interview Workshop 1:30 pm-4:30 pm</p>	<p>21</p> <p>Introduction to LinkedIn 2:30pm-3:30pm</p>	<p>22</p> <p>Employment Services Info Session 9:00am-10:00am</p>
<p>25</p> <p>CENTRE CLOSED</p> 	<p>26</p> <p>CENTRE CLOSED</p>	<p>27</p> <p>Ace Your Interview Workshop 1:30 pm-4:30 pm</p>	<p>28</p> <p>Employment Services Info Session 9:00am-10:00am</p>	<p>28</p> <p>TRIEC Mentoring Partnership Info Session 10:00am-11:00am</p>
<p>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 <b>ON TIME</b> for your workshops. Thanks</p>				

**EMPLOYMENT  
ONTARIO**

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

## December 2017 Workshop Explanations

### **Strategic Resume Writing- The right one will make the difference! (3 hours)**

Learn how to write a targeted resume using accomplishment statements and keywords so that the resume matches the requirements of the job posting

Identify what information employers are looking for when they review resumes

Discover how to market yourself effectively by using various types of resumes

### **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

### **Employment Services (ES) Information Session (1 hour)**

Learn how to access resources and services available through Employment Ontario Employment Services (EOES) such as: Second Career, and Apprenticeship. Learn what to expect from the Resource & Information Centre as well as from the one-on-one/Assisted Services components.

### **Resume Critiquing (45 min.)**

Staff will assist clients on a one-on-one basis to complete their resumes. Clients must bring a copy of their resume draft and if possible, the job posting to which they are responding.

### **Client Appreciation Day**

Come out and meet COSTI staff and learn about our services. Hear about the successes of others and share some laughs and refreshments. This event is open to all clients past and current.

### **Career Cruising Website**

This website helps individuals who are unsure about the next phase of their career. It assists with identifying which occupational, leisure, and educational goals best fit your interests.

**Second Career Information Session-** The second career strategy information session will help recently laid-off, unemployed workers to make the transition to a new career in a highly-skilled occupation that is in demand in their area. This training initiative 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.

**Introduction to LinkedIn** – Come and find out how to create a Linked In profile and how to market your skills and over all to qualities to enhance your job search.

**On-Line Job Search-** Learn valuable tips on how to conduct a strategic job search.

### **Mentoring Partnership Information Session (1 hour)**

The Mentoring Partnership program brings together skilled immigrants and established professionals in occupation-specific mentoring relationships. This is an excellent opportunity for skilled immigrants to expand professional networks.