



# VAUGHAN EMPLOYMENT SERVICES

WORKSHOP & EVENTS SCHEDULE | FEBRUARY 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>We offer job search assistance for individuals looking for employment including:</p> <ul style="list-style-type: none"> <li>• Job search coaching</li> <li>• Career exploration</li> <li>• Apprenticeship opportunities</li> <li>• Employment &amp; training opportunities</li> </ul>			<p><b>1</b> <b>PRACTICE INTERVIEW</b> (By appointment only)</p> <p><b>STUDENT JOB PREP</b> 3:00 pm—4:00 pm</p>	<p><b>2</b> <b>EFFECTIVE COVER LETTERS</b> 1:30 pm—3:30 pm</p> <p><b>RÉSUMÉ CLINIC</b> (By appointment only)</p>
<p><b>5</b> <b>netWORKS ORIENTATION (Youth 18-29)</b> 9:00 am—12:00 pm</p> <p><b>NETWORKING MEETUP</b> 9:30 am—11:00 am</p> <p><b>RÉSUMÉ CLINIC</b> (By appointment only)</p>	<p><b>6</b> <b>JOB SEARCH BOOT CAMP DAY 1</b> 9:30 am—2:30 pm</p>	<p><b>7</b> <b>JOB SEARCH BOOT CAMP DAY 2</b> 9:30 am—2:30 pm</p> <p><b>PRACTICE INTERVIEW</b> (By appointment only)</p> <p><b>STUDENT JOB PREP</b> 3:00 pm—4:00 pm</p>	<p><b>8</b> <b>JOB SEARCH BOOT CAMP DAY 3</b> 9:30 am—2:30 pm</p> <p><b>MULTI-EMPLOYER JOB FAIR</b> 1:00 pm—3:30 pm</p> <p><b>STUDENT JOB PREP</b> 3:00 pm—4:00 pm</p>	<p><b>9</b> <b>SECOND CAREER INFORMATION SESSION</b> 9:30 am—11:30 am (By referral only)</p> <p><b>RÉSUMÉ CLINIC</b> (By appointment only)</p>
<p><b>12</b> <b>NETWORKING MEETUP</b> 9:30 am—11:00 am</p> <p><b>STRATEGIC RÉSUMÉS</b> 1:00 pm—4:00 pm</p> <p><b>RÉSUMÉ CLINIC</b> (By appointment only)</p>	<p><b>13</b> <b>ACE YOUR INTERVIEW</b> 1:30 pm—4:00 pm</p> <p><b>PRACTICE INTERVIEW</b> (By appointment only)</p>	<p><b>14</b> <b>NETWORKING AND JOB SEARCH STRATEGIES</b> 9:30 am—12:00 pm</p> <p><b>STUDENT JOB PREP</b> 3:00 pm—4:00 pm</p>	<p><b>15</b> <b>STUDENT JOB PREP</b> 3:00 pm—4:00 pm</p>	<p><b>16</b> <b>RÉSUMÉ CLINIC</b> (By appointment only)</p>
<p><b>19</b> <b>OFFICE CLOSED FOR FAMILY DAY</b></p>	<p><b>20</b> <b>PRACTICE INTERVIEW</b> (By appointment only)</p> <p><b>RÉSUMÉ WRITING BASICS</b> 3:00 pm—4:30 pm</p>	<p><b>21</b> <b>netWORKS ORIENTATION (Youth 18-29)</b> 9:00 am—12:00 pm</p> <p><b>LINKEDIN FUNDAMENTALS</b> 1:00 pm—2:30 pm</p> <p><b>STUDENT JOB PREP</b> 3:00 pm—4:00 pm</p>	<p><b>22</b> <b>INTRODUCTION TO ENTREPRENEURSHIP - VBEC</b> 9:30 am—12:00 pm</p> <p><b>SECOND CAREER INFORMATION SESSION</b> 1:30 pm—3:30 pm (By referral only)</p> <p><b>STUDENT JOB PREP</b> 3:00 pm—4:00 pm</p>	<p><b>23</b> <b>LINKEDIN JOB SEARCH</b> 9:30 am—11:00 am</p> <p><b>RÉSUMÉ CLINIC</b> (By appointment only)</p>
<p><b>26</b> <b>NETWORKING MEETUP</b> 9:30 am—11:00 am</p> <p><b>netWORKS ORIENTATION (Youth 18-29)</b> 9:00 am—12:00 pm</p> <p><b>FEDERAL INTERNSHIP FOR NEWCOMERS PROGRAM INFORMATION SESSION</b> 1:00 pm—3:30 pm</p>	<p><b>27</b> <b>STRATEGIC RÉSUMÉS</b> 9:00 am—12:00 pm</p> <p><b>NETWORKING AND JOB SEARCH STRATEGIES</b> 1:30 pm—4:00 pm</p>	<p><b>28</b> <b>ACE YOUR INTERVIEW</b> 9:30 am—12:00 pm</p> <p><b>PRACTICE INTERVIEW</b> (By appointment only)</p> <p><b>STUDENT JOB PREP</b> 3:00 pm—4:00 pm</p>		

## February Workshop/Event Descriptions

**NETWORKING MEETUP: New and exciting networking event!** Connect with like-minded professionals. This is your great opportunity to develop your networking skills. **Every Monday: 9:30 am to 11:00 am**

**INTRODUCTION TO ENTREPRENEURSHIP—VAUGHAN BUSINESS ENTERPRISE CENTRE:** Local connection to business resources for entrepreneurs. Whether you want to start or grow your business, the Vaughan Business Enterprise Centre (VBEC) is a one-stop source for business information, resources, and guidance. Remember, VBEC not only assists those looking to start a new business, but can help every step of the way; VBEC programs and services offer continual support and guidance to local business owners. Call now to register. **February 22, 9:00 am to 12:00 pm**



Vaughan Employment Services  
3100 Rutherford Road, Unit 102, Vaughan, ON L4K 0G6  
Phone: 905.669.JOBS (5627)  
Email: vaughanemployment@costi.org  
Hours: Monday to Friday 8:30 am—4:30 pm



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## February Workshop/Event Descriptions

**JOB SEARCH BOOT CAMP:** Course Topics Include: Career Exploration, Personal Branding, Resume Writing, Interview Insight & Networking Strategies. **A 3 day workshop from February 6 to February 8, 9:30 am—2:30 pm**

**MULTI-EMPLOYER JOB FAIR** – Immediate and Various Full/Part Time jobs opportunities available in different sectors and industries. Meet your future employer, on-site Interviews. Register now! **February 8**

### **FEDERAL INTERNSHIP FOR NEWCOMERS PROGRAM - INFORMATION SESSION:**

The Federal Internship for Newcomers Program provides newcomers with valuable temporary Canadian work experience and training opportunities with federal, municipal and private sector organizations. How to apply? Contact us to register for an Information Session!  
**February 26, March 5 & 19**

**LINKEDIN FUNDAMENTALS & JOB SEARCH:** This session gives insights and practical tips about what networking is and how to tap into the power of networking in a way that everybody feels good about it. In this workshop you will learn the first steps how to create and configure a strong LinkedIn profile and leverage this social media platform. **February 21 & 23**

**SECOND CAREER INFORMATION SESSION:** The second career strategy information session will help recently laid-off, unemployed workers make the transition to a new career in a high-skilled occupation that is in demand. Second Career Strategy provides financial assistance based on individual need to assist people with some of the costs associated with long-term training plans, including the cost of tuition and books.  
**February 9 & 22**

**ACE YOUR INTERVIEW: The Interview is key to getting a job.** 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. **February 13 & 28**

**RÉSUMÉ WRITING BASICS:** Learn to write a targeted résumé using résumé writing basics; utilize powerful action verbs, keywords and accomplishment statements. **February 20**

**STRATEGIC RÉSUMÉS: The right one will make a difference. Learn from the experts.** Learn how to write a strategically targeted résumé using accomplishment statements and keywords, identify what information employers are looking for when they review résumés, discover how to market yourself effectively by using various types of résumés. **February 12 & 27**

**EFFECTIVE COVER LETTERS: An effective cover letter is the key to finding out why employers request a cover letter.** 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.  
**February 2**

**NETWORKING AND JOB SEARCH STRATEGIES: 88% of jobs are not advertised!** Find out where the jobs are and how to gain access to them; discover how easy it is to network to get employed. **February 14 & 27**

**PRACTICE INTERVIEWS—BY APPOINTMENT ONLY:** Be prepared for your interviews. One-on-one 30 minute practice interview. **(ACE Your Interview Workshop must be completed in advance.)**

**RÉSUMÉ CLINIC—BY APPOINTMENT ONLY:** 15 minute résumé critique. **(Strategic Résumé Writing or Résumé Writing Basics Workshop must be completed in advance.)**

**STUDENT JOB PREP:** Interview tips and résumé critique for students. **February 1, 7, 8, 14, 15, 21, 22 & 28**

**netWORKS ORIENTATION SESSION:** Are you between 18 and 29 years old and excited about getting your career started? netWORKS is a new way to make connections with mentors who can help you get your career off the ground. **February 5, 21 & 26**

### **UPCOMING SPECIAL EVENTS**

**VOLUNTEER OPPORTUNITIES FAIR:** Volunteer Opportunities Fair is an excellent opportunity for you to learn all about the many different volunteer positions available in our community! The Volunteer Fair is an afternoon event for volunteers to meet nonprofit organizations recruiting volunteers. You'll get to find out what roles they have, ask questions about what they do, and sign up for different volunteer roles that interest you. **March 13, 10:00 am—1:00 pm. Register now!**

**MULTI-EMPLOYER JOB FAIR** – Immediate and Various Full/Part Time jobs opportunities available in different sectors and industries. Meet your future employer, on-site Interviews.  
**March 14, 10:00 am—1:00 pm. Register now!**

**FOOD HANDLER CERTIFICATE TRAINING:** The Food Handler Certification program teaches you how to safely prepare, store and serve food. Certification is valid for five years and recognized across Ontario. Call to reregister! **March 26, 9:00 am to 4:00 pm**



### **Available transit routes**

**VIVA: 4, 20, 85, 87**

**TTC: 195 Jane** Take north to Steeles Ave. Transfer to VIVA 20.