



# Vaughan Employment Services

3100 Rutherford Road, Unit 102, Vaughan ON L4K 0G6  
(N/W corner of Rutherford Rd. & Jane St.)





## TO REGISTER FOR WORKSHOPS:

Call: [905.669.5627](tel:905.669.5627) or Email: [vaughanemployment@costi.org](mailto:vaughanemployment@costi.org)

**CENTRE HOURS: Monday to Friday 8:30 am – 4:30 pm**

## JANUARY 2018 WORKSHOP CALENDAR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Office Closed for Holidays New Year's Day	2  <a href="#">See how you can jumpstart your career!</a>	3  <a href="#">See what we do!</a>	4 Practice Interview (by appointment only)	5 Resume Clinic (by appointment only) <a href="#">Effective Cover Letters</a> 1:30pm – 3:30pm
8 <a href="#">Networking Meetup</a> 9:30am – 11:00am Resume Clinic (by appointment only) <a href="#">Ace Your Interview</a> 1:30pm – 4:00pm	9 <a href="#">Resume Writing Basics</a> 9:30am – 11:30am Practice Interview (by appointment only)	10 <a href="#">Strategic Résumés</a> 9:00am – 12:00pm Practice Interview (by appointment only)	11 <a href="#">Guest Speaker VBEC – Introduction to Entrepreneurship</a> 9:30am – 12:00pm <a href="#">Networking and Job Search Strategies</a> 1:30pm – 4:00pm	12 Second Career Info Session (by referral only) 9:30am – 11:30am Resume Clinic (by appointment only)
15 <a href="#">Networking Meetup</a> 9:30am – 11:00am Resume Clinic (by appointment only)	16 <a href="#">Job Search Boot Camp</a> 9:30am – 2:30pm	17 <a href="#">Job Search Boot Camp</a> 9:30am – 2:30pm	18 <a href="#">Job Search Boot Camp</a> 9:30am – 2:30pm	19 <a href="#">LinkedIn Fundamentals Part 1</a> 9:30am – 11:00am Resume Clinic (by appointment only) Practice Interview (by appointment only)
22 <a href="#">Networking Meetup</a> 9:30am – 11:00am Resume Clinic (by appointment only) <a href="#">Strategic Résumés</a> 1:00pm – 4:00pm	23 <a href="#">Ace Your Interview</a> 9:30am – 12:00pm	24 <a href="#">Networking and Job Search Strategies</a> 9:30am – 12:00pm	25 netWORKS Orientation (18-29 Years Old) (by referral only) 9:00am – 12:00pm Practice Interview (by appointment only)	26 Second Career Info Session (by referral only) 1:30pm – 3:30pm Resume Clinic (by appointment only)
29 <a href="#">Networking Meetup</a> 9:30am – 11:00am	30 <a href="#">LinkedIn Job Search Part 2</a> 9:30am – 11:00am Practice Interview (by appointment only)	31 <a href="#">Resume Writing Basics</a> 3:00pm – 4:30pm		



We are offering the **Mentoring Partnership** program for newcomer professionals who:

- Have lived in Canada for less than 5 years
- Have achieved at least a Bachelor's Degree
- Have at least 2 years of work experience in their area of expertise
- Are eligible to work in Canada

For more information, please contact us at 905-669-5627



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

# January 2018 Workshop Explanations

## **Ace Your Interview – The Interview is the key to getting the job (2.5 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

## **Resume Writing Basics (2 hours)**

- Learn how to write a targeted resume using resume writing basics
- Utilize powerful action verbs, keywords and accomplishment statements

## **Strategic Resumes – the right one will make the difference! Learn from the experts (2.5 hours)**

- 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

## **Effective Cover Letters – An effective Cover Letter is the key to finding out why employers request 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! (2.5 hours)**

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

## **Practice Interviews – Be prepared for you interviews (Ace Your Interview workshop \*\*must be completed) BY APPOINTMENT ONLY, One-on-one 30 minute Practice Interview**

## **Resume Clinic - (Strategic Resume Writing or Resume Writing Basics workshop \*\*must be completed). BY APPOINTMENT ONLY, 15 minute Resume Critique.**

## **Networking Meetup – new and exciting networking event!**

Connect with Like-Minded Professionals. This is your great opportunity to develop your networking skills.

**Second Career Strategy Information Session (2 hours)** – 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.

**LinkedIn Part 1 – Fundamentals, LinkedIn Part 2 – Job Search** – These session give 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.

## **Introduction to Entrepreneurship – Vaughan Business Enterprise Centre (2 ½ hours)**

Local connection to Business Resources for Entrepreneurs. Whether you want to start or to 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

## .....SPECIAL EVENTS.....

**Guest Speaker: Nutrition on a Budget** – The workshop will give participants a ton of extra information as well that is not so well known and quite mind blowing on how nutrition will impact the rest of their lives, and how this can be balanced in whichever chosen lifestyle they have. Register now!