

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>We offer job search assistance for individuals looking for employment including:</p> <ul style="list-style-type: none"> • Job search coaching • Career exploration • Apprenticeship opportunities • Employment & training opportunities 			<p>1 PRACTICE INTERVIEW (By appointment only)</p> <p>STUDENT JOB PREPARATION 3:00 pm—4:00 pm</p> <p>YOUTH SPEED MENTORING PREP (ages 15-24) 3:00 pm—4:00 pm</p>	<p>2 SECOND CAREER INFORMATION SESSION 9:30 am—11:30 am (By referral only)</p> <p>RÉSUMÉ CLINIC (By appointment only)</p>
<p>5 NETWORKING MEETUP 9:30 am—11:00 am</p> <p>RÉSUMÉ CLINIC (By appointment only)</p> <p>FEDERAL INTERNSHIP FOR NEWCOMERS PROGRAM INFORMATION SESSION 1:00 pm—3:30 pm</p>	<p>6 JOB SEARCH BOOT CAMP DAY 1 9:30 am—2:30 pm</p>	<p>7 JOB SEARCH BOOT CAMP DAY 2 9:30 am—2:30 pm</p> <p>PRACTICE INTERVIEW (By appointment only)</p> <p>STUDENT JOB PREPARATION 3:00 pm—4:00 pm</p>	<p>8 JOB SEARCH BOOT CAMP DAY 3 9:30 am—2:30 pm</p> <p>STUDENT JOB PREPARATION 3:00 pm—4:00 pm</p> <p>YOUTH SPEED MENTORING PREP (ages 15-24) 3:00 pm—4:00 pm</p>	<p>9 STRATEGIC RÉSUMÉS 9:00 Am—12:00 pm</p> <p>RÉSUMÉ CLINIC (By appointment only)</p> <p>EFFECTIVE COVER LETTERS 1:30 pm—3:30 pm</p>
<p>12 NETWORKING MEETUP 9:30 am—11:00 am</p> <p>ACE YOUR INTERVIEW 1:30 pm—4:00 pm</p> <p>RÉSUMÉ CLINIC (By appointment only)</p>	<p>13 VOLUNTEER FAIR 10:00 am—1:00 pm</p> <p>RÉSUMÉ WRITING BASICS 3:00 pm—4:30 pm</p>	<p>14 JOB FAIR 10:00 am—1:00 pm</p> <p>STUDENT JOB PREPARATION 3:00 pm—4:00 pm</p>	<p>15 INTRODUCTION TO ENTREPRENEURSHIP - VBEC 9:30 am—12:00 pm</p> <p>NETWORKING AND JOB SEARCH STRATEGIES 1:30 pm—4:00 pm</p> <p>YOUTH SPEED MENTORING PREP (ages 15-24) 3:00 pm—4:00 pm</p> <p>STUDENT JOB PREPARATION 3:00 pm—4:00 pm</p>	<p>16 SECOND CAREER INFORMATION SESSION 1:30 pm—3:30 pm (By referral only)</p> <p>RÉSUMÉ CLINIC (By appointment only)</p>
<p>19 NETWORKING MEETUP 9:30 am—11:00 am</p> <p>FEDERAL INTERNSHIP FOR NEWCOMERS PROGRAM INFORMATION SESSION 9:30 am-12:30 pm</p> <p>RÉSUMÉ CLINIC (By appointment only)</p>	<p>20 netWORKS ORIENTATION (Youth 18-29) 9:00 am—12:00 pm</p> <p>PRACTICE INTERVIEW (By appointment only)</p>	<p>21 LINKEDIN FUNDAMENTALS 9:30 am—11:00 am</p> <p>STRATEGIC RÉSUMÉS 1:00 pm—4:00 pm</p> <p>STUDENT JOB PREPARATION 3:00 pm—4:00 pm</p>	<p>22 YOUTH SPEED MENTORING EVENT 5:00 pm—7:00 pm</p> <p>STUDENT JOB PREPARATION 3:00 pm—4:00 pm</p>	<p>23 PRACTICE INTERVIEW (By appointment only)</p> <p>RÉSUMÉ CLINIC (By appointment only)</p>
<p>26 NETWORKING MEETUP 9:30 am—11:00 am</p> <p>RÉSUMÉ WRITING BASICS 1:30 pm—3:30 pm</p> <p>RÉSUMÉ CLINIC (By appointment only)</p>	<p>27 NETWORKING AND JOB SEARCH STRATEGIES 9:30 am—12:00 pm</p> <p>PRACTICE INTERVIEW (By appointment only)</p>	<p>28 ACE YOUR INTERVIEW 9:30 am—12:00 pm</p> <p>PRACTICE INTERVIEW (By appointment only)</p> <p>STUDENT JOB PREPARATION 3:00 pm—4:00 pm</p>	<p>29 LINKEDIN JOB SEARCH 9:30 am—11:00 am</p> <p>PRACTICE INTERVIEW (By appointment only)</p> <p>STUDENT JOB PREPARATION 3:00 pm—4:00 pm</p>	<p>30 GOOD FRIDAY CENTRE CLOSED</p>

March Workshop/Event Descriptions

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! **March 5 & 19**

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!**

YOUTH SPEED MENTORING EVENT: Speed mentoring is a fun and quick way for youth to connect with professionals (mentors) from various industries to understand the wide range of careers available. The mentors will provide youth quick advice on how to navigate their next steps, academically and professionally. **March 22, 5:00 pm— 7:00 pm**



March Workshop/Event Descriptions

YOUTH SPEED MENTORING PREPARATION: Never been to a speed mentoring event? Not to worry! We can help! Call or email our centre to book your spot in our Preparation Workshops on any Thursday in March from 3-4:30pm. You will learn how to create your 30-second introduction as well as what questions to ask the mentor. **March 1, 8 & 15**

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 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. **March 15**

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. **March 21 & 29**

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. **March 2 & 16**

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 them. **March 12 & 28**

RÉSUMÉ WRITING BASICS: Learn to write a targeted résumé using résumé writing basics; utilize powerful action verbs, keywords and accomplishment statements. **March 13 & 26**

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. **March 9 & 21**

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. **March 9**

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. **March 15 & 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, by appointment only. **(Strategic Résumé Writing or Résumé Writing Basics Workshop must be completed in advance.)**

STUDENT JOB PREP: Interview tips and résumé critique for students. **March 1, 7, 8, 14, 15, 21, 22, 28 & 29**

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. **March 20**

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 non-profit 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!**

UPCOMING SPECIAL EVENTS

JOB SEARCH BOOT CAMP: Course Topics Include: Career Exploration, Personal Branding, Résumé Writing, Interview Insight & Networking Strategies. **A 3 day workshop from April 10 to April 12, 9:30 am—2:30 pm**

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**



Available transit routes

VIVA: 4, 20, 85, 87

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