



WESTON EMPLOYMENT SERVICES

WORKSHOP & EVENT SCHEDULE | MARCH 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MULTI—EMPLOYER JOB FAIR Immediate and various job openings available! March 7: 11:00 am to 1:00 pm			1 RÉSUMÉ CRITIQUE 2:00 pm—3:00 pm (By appointment only)	2 MOCK INTERVIEW 10:00 am—12:00 pm (By appointment only)
5 EMPLOYMENT ONTARIO INFORMATION SESSION 2:00 pm—3:00 pm	6 ACE YOUR INTERVIEW 10:00 am—12:00 pm CAREER CRUISING 2:00 pm—3:00 pm	7 MULTI-EMPLOYER JOB FAIR 11:00 am—1:00 pm	8 RÉSUMÉ CRITIQUE 2:00 pm—3:00 pm (By appointment only)	9 MOCK INTERVIEW 1:00 pm—3:00 pm (By appointment only)
12 YOUTH JOB PREPARATION 1:00 pm—3:00 pm ONLINE JOB SEARCH TIPS AND TOOLS 2:00 pm—3:00 pm	13 EMPLOYMENT ONTARIO INFORMATION SESSION 2:00 pm—3:00 pm	14 JOB SEARCH STRATEGIES 10:00 am—11:00 am STRATEGIC RÉSUMÉS 2:00 pm—4:00 pm	15 EMPLOYMENT ONTARIO INFORMATION SESSION 10:00 am—11:00 am RÉSUMÉS CRITIQUE 2:00 pm—3:00 pm (By appointment only)	16 MOCK INTERVIEW 10:00 am—12:00 pm (By appointment only)
19 EMPLOYMENT ONTARIO INFORMATION SESSION 2:00 pm—3:00 pm	20 ASSERTIVENESS TRAINING SEMINAR (GUEST SPEAKER) 10:00 am—12:00 pm ONLINE JOB SEARCH TIPS AND TOOLS 2:00 pm—3:00 pm	21 JOB SEARCH STRATEGIES 10:00 am—11:00 am CAREER CRUISING 2:00 pm—3:00 pm	22 EFFECTIVE COVER LETTERS 10:00 am—12:00 pm RÉSUMÉ CRITIQUE 2:00 pm—3:00 pm (By appointment only)	23 MOCK INTERVIEW 10:00 am—12:00 pm (By appointment only)
26 STRATEGIC RÉSUMÉS 2:00 pm—4:00 pm	27 ACE YOUR INTERVIEW 2:00 pm—4:00 pm	28 STRATEGIC RÉSUMÉS 10:00 am—12:00 pm EMPLOYMENT ONTARIO INFORMATION SESSION 2:00 pm—3:00 pm	29 RÉSUMÉ CRITIQUE 2:00 pm—3:00 pm (By appointment only)	30 GOOD FRIDAY CENTRE CLOSED

March Workshop/Event Descriptions

MULTI—EMPLOYER JOB FAIR: Immediate and various job openings available! **March 7: 11:00 am to 1:00 pm**

ASSERTIVENESS TRAINING SEMINAR: You will learn about the differences between assertive, aggressive and passive behaviours; explore how to communicate effectively while maintaining positive and healthy relationships. **March 20: 10:00 am to 12:00 pm**

RÉSUMÉ CRITIQUE-BY APPOINTMENT ONLY: One hour résumé critique. (Strategic Résumé Writing must be completed in advance.) **March 1, 8, 15, 22 & 29: 2:00 pm to 3:00 pm**

March Workshop/Event Descriptions

STRATEGIC RÉSUMÉS: The right one will make a difference. Learn from the experts. Learn to write a targeted résumé using résumé writing basics; utilize powerful action verbs, keywords and accomplishment statements. **March 14, 26 & 28**

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 22**

PRACTICE INTERVIEWS—BY APPOINTMENT ONLY: Be prepared for your interviews. One-on-one 30 minute practice interview. **March 2, 9, 16 & 23**

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. **March 6 & 27**

JOB SEARCH WORKSHOP: Develop job hunting skills needed to research, find and apply for specific jobs in related field or industry. Unsure where to look for work or what's available? Join us in learning how to prepare yourself for opportunities in this new and demanding labour market. **March 14 & 21**

CAREER CRUISING: This exciting and new online career guidance and planning system is a useful tool for people of all ages to find the right career, explore education and training options, and build their own portfolio. **March 6 & 21**

INFORMATION SESSION: Learn about how you could use our resources to job search and market yourself. Also learn about accessing and qualifying for the various Employment Ontario services such as Mentoring Partnership, Ontario Job Creation Partnership, Ontario Second Career, Fee Payer and Opportunities Fund for Persons with Disabilities. **March 5, 7, 13, 15, 19, & 28**

ONLINE JOB SEARCH TIPS: 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 12 & 20**

YOUTH JOB PREPARATION: Interview tips and résumé critique for youth between the ages of 15–29 who have limited work experience. **March 12**

UPCOMING SPECIAL EVENT

MULTI—EMPLOYER JOB FAIR: Immediate and various job openings available!
March 7: 11:00 am to 1:00 pm

ASSERTIVENESS TRAINING SEMINAR-GUEST SPEAKER: Learn about the differences between assertive, aggressive and passive behaviours. Explore how to communicate effectively while maintaining positive and healthy relationships.
March 20: 10:00 am to 12:00 pm



Available transit routes
TTC: 52, 58 and 89