



COSTI EMPLOYMENT SERVICES

ONLINE EMPLOYMENT WEBINARS | NOVEMBER 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>2 <u>COSTI ONLINE SERVICES COURSES:</u></p> <p>WRITING A STRATEGIC RÉSUMÉ (1 WEEK)</p> <p>COMMUNICATION IN THE WORKPLACE (2 WEEKS)</p> <p>THE BASICS OF WRITING A RÉSUMÉ (1 WEEK)</p>	<p>3 WRITING A STRATEGIC RÉSUMÉ 10:00 am—12:00 pm TO REGISTER CLICK HERE</p> <p>TRIEC MENTORING PARTNERSHIP INFORMATION SESSION 12:00 pm—1:00 pm TO REGISTER CLICK HERE</p> <p>USING LINKEDIN TO JOB SEARCH 2:00 pm—4:00 pm TO REGISTER CLICK HERE</p>	<p>4 JOB SEARCH STRATEGIES 10:00 am—11:30 am TO REGISTER CLICK HERE</p> <p>SECOND CAREER STRATEGY INFORMATION SESSION 2:00 pm—4:00 pm TO REGISTER CLICK HERE</p>	<p>5 ACE YOUR VIRTUAL INTERVIEW 10:00 am—12:00 pm TO REGISTER CLICK HERE</p> <p>COSTI EMPLOYMENT SERVICES INFORMATION SESSION 1:00 pm—1:30 pm TO REGISTER CLICK HERE</p>	<p>6 MOCK VIRTUAL INTERVIEW By appointment TO REGISTER CLICK HERE</p>
<p>9 <u>COSTI ONLINE SERVICES COURSES</u></p> <p>EMPLOYMENT STRATEGIES FOR OFFICE ADMINISTRATION PROFESSIONALS (3 WEEKS)</p>	<p>10 WRITING A STRATEGIC RÉSUMÉ 10:00 am—12:00 pm TO REGISTER CLICK HERE</p> <p>TRIEC MENTORING PARTNERSHIP INFORMATION SESSION 12:00 pm—1:00 pm TO REGISTER CLICK HERE</p> <p>INTRODUCTION TO LINKEDIN—THE BASICS 2:00 pm—4:00 pm TO REGISTER CLICK HERE</p>	<p>11 JOB SEARCH STRATEGIES 10:00 am—11:30 am TO REGISTER CLICK HERE</p> <p>YOUTH JOB CONNECTION INFORMATION SESSION 2:00 pm—3:00 pm TO REGISTER CLICK HERE</p>	<p>12 ACE YOUR VIRTUAL INTERVIEW 10:00 am—12:00 pm TO REGISTER CLICK HERE</p>	<p>13 MOCK VIRTUAL INTERVIEW By appointment TO REGISTER CLICK HERE</p>
<p>16 <u>COSTI ONLINE SERVICES COURSES</u></p> <p>CUSTOMER SERVICE PREPARATION (3 WEEKS)</p> <p>COVER LETTER: YES OR NO 2:00 pm—3:00 pm TO REGISTER CLICK HERE</p>	<p>17 WRITING A STRATEGIC RÉSUMÉ 10:00 am—12:00 pm TO REGISTER CLICK HERE</p> <p>USING LINKEDIN TO JOB SEARCH 2:00 pm—4:00 pm TO REGISTER CLICK HERE</p>	<p>18 JOB SEARCH STRATEGIES 10:00 am—11:30 am TO REGISTER CLICK HERE</p> <p>SECOND CAREER STRATEGY INFORMATION SESSION 2:00 pm—4:00 pm TO REGISTER CLICK HERE</p> <p>YOUTH JOB CONNECTION INFORMATION SESSION 2:00 pm—3:00 pm TO REGISTER CLICK HERE</p>	<p>19 ACE YOUR VIRTUAL INTERVIEW 10:00 am—12:00 pm TO REGISTER CLICK HERE</p> <p>CREDENTIAL EVALUATION AND ASSESSMENT 2:00 am—4:00 pm TO REGISTER CLICK HERE</p>	<p>20 MOCK VIRTUAL INTERVIEW By appointment TO REGISTER CLICK HERE</p>
<p>23</p>	<p>24 WRITING A STRATEGIC RÉSUMÉ 10:00 am—12:00 pm TO REGISTER CLICK HERE</p> <p>TRIEC MENTORING PARTNERSHIP INFORMATION SESSION 12:00 pm—1:00 pm TO REGISTER CLICK HERE</p> <p>INTRODUCTION TO LINKEDIN—THE BASICS 2:00 pm—4:00 pm TO REGISTER CLICK HERE</p>	<p>25 JOB SEARCH STRATEGIES 10:00 am—11:30 am TO REGISTER CLICK HERE</p> <p>COSTI EMPLOYMENT SERVICES INFORMATION SESSION 1:00 pm—1:30 pm TO REGISTER CLICK HERE</p>	<p>26 ACE YOUR VIRTUAL INTERVIEW 10:00 am—12:00 pm TO REGISTER CLICK HERE</p> <p>FROM STRESS TO SUCCESS 2:00 pm—3:30 pm TO REGISTER CLICK HERE</p>	<p>27 MOCK VIRTUAL INTERVIEW By appointment TO REGISTER CLICK HERE</p> <p>PROTECTING YOURSELF AGAINST JOB SEARCH SCAMS 2:00 pm—4:00 pm TO REGISTER CLICK HERE</p>
<p>30 COVER LETTER: YES OR NO 2:00 pm—3:00 pm TO REGISTER CLICK HERE</p>				

November Workshop/Event Descriptions

COSTI Employment Services is offering all employment workshops online in the form of webinars and virtual meetings. To register for any of our webinars, click on the links (HERE + Ctrl) or contact us at 647.827.1425.

To access the Online Services workshops go to [COSTI ONLINE SERVICES](#) and create an account. You will then be directed to the courses.

ACE YOUR VIRTUAL INTERVIEW: The Interview is key to getting a job. During these challenging times, how we interview has changed. Discover how to handle challenging interview questions with confidence; learn how to collect, compile and present information that showcases your skills and experience; find out the common mistakes that happen in interviews and how to avoid them.

November 5, 12, 19 & 26

COSTI EMPLOYMENT SERVICES INFORMATION SESSION: Learn about our services and how we can help you with job search to market yourself during this challenging time. Learn about programs we offer that can help you to prepare for employment.

November 5 & 25

COMMUNICATION IN THE WORKPLACE (2 WEEKS): This online course will help you better understand how to communicate with co-workers, managers and clients in a diverse Canadian workplace. **November 2**

COVER LETTER: YES OR NO?: You are sending out resumes, but not sure if you should include a cover or not? If you do, what do you say. Join us for the answer to this question. **November 16 & 30**

CREDENTIAL EVALUATION AND ASSESSMENT: Are you internationally trained and looking to start working in Canada? Join us for this informative session where you will find out how and where to get your credentials evaluated. **November 19**

CUSTOMER SERVICE PREPARATION (3 WEEKS): In this course you will learn the skills necessary to work on a daily basis in all jobs where you work with customers in person and over the phone. Certificate of completion. **November 16**

EMPLOYMENT STRATEGIES FOR OFFICE ADMINISTRATION: Sector- Specific Terminology, Workplace Communication and Culture Skills for Internationally Trained Professionals and individuals interested in working in the field of Office Administration. **November 9**

FROM STRESS TO SUCCESS: Are you feeling overwhelmed and stressed? Finding it hard to balance life right now? Do you need the tools to manage stress and help you to adjust to the change? In this workshop, we will identify the triggers of stress and provide techniques to overcome those feelings. We will also look at goal setting and prioritizing to help manage life's demands. **November 26**

INTRODUCTION TO LINKEDIN—THE BASICS: You have heard so much about LinkedIn and are now interested in seeing what everyone is talking about. If you do not have an account, join us for this webinar as we take you through the steps of creating an account and a profile. **November 10 & 24**

JOB SEARCH STRATEGIES: Develop job hunting skills needed to research, find and apply for specific jobs in a 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. **November 4, 11, 18 & 25**

MOCK VIRTUAL INTERVIEW: During these challenging times, how we interview has changed. Take our Ace Your Interview webinar and then sign up to practice your interview skills using Zoom, one of the many online platforms. **November 6, 13, 20 & 27**

PROTECTING YOURSELF AGAINST JOB SEARCH SCAMS: Join us for a two-hour webinar. Key insights will be shared on various types of job search scams in operation and how to identify ways to steer clear. The webinar will discuss how to Recognize, Reject and Report Job Search Scams. **November 27**

SECOND CAREER STRATEGY 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. **November 4 & 18**

THE BASICS OF WRITING A RÉSUMÉ: You will have the opportunity to think about your resume and work through the steps to help you start the resume writing process. An e-facilitator will be available to answer any questions you may have and give you a final critique. **November 2**

TRIEC MENTORING PARTNERSHIP INFORMATION SESSION: Reconnect with your profession in Canada! TRIEC Mentoring Partnership helps immigrant professionals reconnect with their careers with the help of a mentor who works in their field in Canada. Learn how to maximize mentoring opportunities in your professional field and become more successful together. **November 3, 10 & 24**

USING LINKEDIN TO JOB SEARCH: Learn how to use LinkedIn to explore career opportunities and network with like-minded people. **November 3 & 17**

WRITING A STRATEGIC RÉSUMÉ: Two-hour résumé writing webinar. Join us to learn how to create résumé that will get noticed by employers. **November 3, 10, 17 & 24**

WRITING A STRATEGIC RÉSUMÉ COURSE (1 WEEK): Do you have a résumé and would like to update it to the most current formats viewed by employers? Take this one week course where you will have the opportunity to update your résumé and ask questions from a trained facilitator. **November 2**

YOUTH JOB CONNECTION INFORMATION SESSION (YJC): This program serves youth aged 15-29 years of age who are out of school and out of work. **November 11 & 18**