



COSTI EMPLOYMENT SERVICES

ONLINE EMPLOYMENT WEBINARS | NOVEMBER2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 LIFE SUCCESS STRATEGIES PROGRAM 10:00 am—12:00 pm TO REGISTER CLICK COSTI ONLINE SERVICES COURSES CUSTOMER SERVICE PREPARATION (3 WEEKS) TO REGISTER CLICK WRITING A STRATEGIC RÉSUMÉ (1 WEEK) TO REGISTER CLICK	2 WRITING A STRATEGIC RÉSUMÉ 10:00 am—12:00 pm TO REGISTER CLICK NETWORKS INFORMATION SESSION FOR YOUTH 18-29 10:00 am—11:30 am TO REGISTER CLICK NETWORKING FOR SUCCESS 2:00 pm—3:00 pm TO REGISTER CLICK	3 ONTARIO NEWCOMER TRADES ACTION PROGRAM INFORMATION SESSION 10:30 am—12:00 pm TO REGISTER CLICK NETWORKING FOR SUCCESS 2:00 pm—3:00 pm TO REGISTER CLICK	4 ACE YOUR VIRTUAL INTERVIEW 10:00 am—12:00 pm TO REGISTER CLICK ENHANCING ECONOMIC OPPORTUNITIES 9:30 am—11:30 am TO REGISTER CLICK	5
8 COSTI ONLINE SERVICES COURSES EMPLOYMENT STRATEGIES FOR OFFICE ADMINISTRATION (3 WEEKS) TO REGISTER CLICK	9 WRITING A STRATEGIC RÉSUMÉ 10:00 am—12:00 pm TO REGISTER CLICK NETWORKS INFORMATION SESSION FOR YOUTH 18-29 11:30 am—2:00 pm TO REGISTER CLICK TRIEC MENTORING PARTNERSHIP INFORMATION SESSION 12:00 pm—1:00 pm TO REGISTER CLICK	10 SECOND CAREER STRATEGY INFORMATION SESSION 10:00 am—12:00 pm TO REGISTER CLICK	11 NETWORKS INFORMATION SESSION FOR YOUTH 18-29 9:30 am—12:30 pm TO REGISTER CLICK ACE YOUR VIRTUAL INTERVIEW 10:00 am—12:30 pm TO REGISTER CLICK ENHANCING ECONOMIC OPPORTUNITIES 9:30 am—11:30 am TO REGISTER CLICK PLANNING FOR A SUCCESSFUL CAREER 2:00 pm—3:00 pm TO REGISTER CLICK	12
15	16 WRITING A STRATEGIC RÉSUMÉ 10:00 am—12:00 pm TO REGISTER CLICK NETWORKS INFORMATION SESSION FOR YOUTH 18-29 9:30 am—12:00 pm TO REGISTER CLICK TRIEC MENTORING PARTNERSHIP INFORMATION SESSION 12:00 pm—1:00 pm TO REGISTER CLICK	17 COSTI EMPLOYMENT SERVICES INFORMATION SESSION 10:00 am—10:30 am TO REGISTER CLICK COVER LETTER YES OR NO? 2:00 pm—3:00 pm TO REGISTER CLICK	18 ENHANCING ECONOMIC OPPORTUNITIES 9:30 am—11:30 am TO REGISTER CLICK ACE YOUR VIRTUAL INTERVIEW 10:00 am—12:00 pm TO REGISTER CLICK NETWORKS INFORMATION SESSION FOR YOUTH 18-29 11:30 am—2:00 pm TO REGISTER CLICK	19
22 COSTI ONLINE SERVICES COURSES COMMUNICATION IN THE WORKPLACE (2 WEEKS) TO REGISTER CLICK	23 NETWORKS INFORMATION SESSION FOR YOUTH 18-29 9:30 am—12:30 pm TO REGISTER CLICK WRITING A STRATEGIC RÉSUMÉ 10:00 am—12:00 pm TO REGISTER CLICK TRIEC MENTORING PARTNERSHIP INFORMATION SESSION 12:00 pm—1:00 pm TO REGISTER CLICK	24 JOB SEARCH STRATEGIES 10:00 am—11:30 am TO REGISTER CLICK	25 ENHANCING ECONOMIC OPPORTUNITIES 9:30 am—11:30 am TO REGISTER CLICK NETWORKS INFORMATION SESSION FOR YOUTH 18-29 9:30 am—12:00 pm TO REGISTER CLICK ACE YOUR VIRTUAL INTERVIEW 10:00 am—12:00 pm TO REGISTER CLICK	26
29	30 NETWORKS INFORMATION SESSION FOR YOUTH 18-29 9:30 am—12:00 pm TO REGISTER CLICK WRITING A STRATEGIC RÉSUMÉ 10:00 am—12:00 pm TO REGISTER CLICK TRIEC MENTORING PARTNERSHIP INFORMATION SESSION 12:00 pm—1:00 pm TO REGISTER CLICK INTRODUCTION TO LINKEDIN—THE BASICS 2:00 pm—4:00 pm TO REGISTER CLICK			

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 our skills and experience; find out the common mistakes that happen in interviews and how to avoid them. **November 4, 11, 18 & 25**

COSTI EMPLOYMENT SERVICES INFORMATION SESSION: Learn about our services and how we can help you with job search and to market yourself during this challenging time. Learn about programs we offer that can help you to prepare for employment. **November 17**

COVER LETTER: YES OR NO?: You are sending out résumés, 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 17**

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 1–19**

COMMUNICATION IN THE WORKPLACE: This online course will help you better understand how to communicate with co-workers, managers and clients in a diverse Canadian workplace. **November 22**

ENHANCING ECONOMIC OPPORTUNITIES: Job Search Strategies for 50+ Workers provides practical tips and fresh perspectives specific to the mature job seeker and expectations related to today's workplace. **November 4, 11, 18 & 25**

EMPLOYMENT STRATEGIES FOR OFFICE ADMINISTRATION PROFESSIONALS: Sector– specific terminology, workplace communication and culture skills for internationally trained professionals and individuals interested in working in the field of Office Administration. **November 13**

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 24**

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 30**

LIFE SUCCESS STRATEGIES: Are you a York Region resident? Looking to advance your skills while at home? Join this three-week program to explore career opportunities and increase your self -confidence. **November 1–19**

netWORKS INFORMATION SESSION: If you are between 18 and 29 years old and excited about getting your career started, netWORKS is a new way for you to make connections with mentors who can help you get your career off the ground. **November 2, 9, 11, 16, 18, 23 & 30**

NETWORKING FOR SUCCESS: Networking is an effective way to make connections with people in your field. In this workshop you will learn about the hidden job market and why networking is important, the art of networking and finding the right people to network with. **November 3**

ONTARIO NEWCOMER TRADES ACTION PROGRAM (ONTAP) INFORMATION SESSION: Attend the ONTAP seminar to explore jobs and opportunities in the skilled trades. Learn about some of the 144 skilled trades and find out what employers are looking for when they hire. **November 3**

PLANNING FOR A SUCCESSFUL CAREER: Participate in a webinar that will help you make informed decisions about your career path. Find out where you are now and where you want to be. **November 11**

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 10**

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 9, 16, 23 & 30**

WRITING A STRATEGIC RÉSUMÉ: Two-hour résumé writing webinar. Join us to learn how to create résumé that will get noticed by employers. **November 2, 9, 16, 23 & 30**

PRE-RECORDED WEBINARS: Click on the name to register and view the webinar

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

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.

FROM STRESS TO SUCCESS: 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.

JOB SEARCH STRATEGIES: Develop job hunting skills needed to research, find and apply for specific jobs in a related field or industry.

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.