



# TORONTO EMPLOYMENT SERVICES

## WORKSHOP & EVENTS SCHEDULE JANUARY 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	<b>1</b> CENTRE CLOSED	<b>2</b> ACE YOUR INTERVIEW 9:30 am—12:30 pm	<b>3</b> RESUME CRITIQUE 10:15am– 11:00 By appointment only	<b>4</b> EMPLOYMENT SERVICES INFO SESSION 9:00 am—10:00 am
<b>7</b> XELLO (Also known as Career Cruising Website) 10:00 am—11:00 am	<b>8</b> STRATEGIC RÉSUMÉS 9:30 am—12:30 pm	<b>9</b> ACE YOUR INTERVIEW 9:30 am—12:30 pm	<b>10</b> SECOND CAREER INFO SESSION 10:00 am-12:00 pm	<b>11</b> EMPLOYMENT SERVICES INFO SESSION 9:00 am—10:00 am
<b>14</b> EMPLOYMENT SERVICES INFO SESSION 9:00 am—10:00 am	<b>15</b> STRATEGIC RÉSUMÉS 9:30 am—12:30 pm	<b>16</b> ACE YOUR INTERVIEW 9:30 am—12:30 pm	<b>17</b> FOOD HANDLER TRAINING 10:00am– 3:00 pm Registration required	<b>18</b> TRIEC MENTORING PARTNERSHIP INFO SESSION 10:00 am—11:00 am
<b>21</b> EMPLOYMENT SERVICES INFO SESSION 9:00 am—10:00 am	<b>22</b> STRATEGIC RÉSUMÉS 9:30 am—12:30 pm	<b>23</b> JOB FAIR 11:00 am—2:00 pm	<b>24</b> SECOND CAREER INFO SESSION 10:00 am-12:00 pm	<b>25</b> EMPLOYMENT SERVICES INFO SESSION 9:00 am—10:00 am
<b>28</b> TRIEC MENTORING PARTNERSHIP INFO SESSION 10:00 am—11:00 am	<b>29</b> STRATEGIC RÉSUMÉS 9:30 am—12:30 pm	<b>30</b> ACE YOUR INTERVIEW 9:30 am—12:30 pm	<b>31</b> EMPLOYMENT SERVICES INFO SESSION 9:00 am—10:00 am	

### January Workshop or Event Descriptions

**FOOD HANDLER TRAINING:** Learn how to safely prepare and store food by attending this one day training. A facilitator from the City of Toronto will walk through all the information you need.

**January 17: 10:00 am to 3:00 pm**

**JOB FAIR:** We will be holding a job fair. Employers will be conducting on-the-spot interviews with participants. Please come and join us.

**January 23: 11:00 am to 2:00 pm**

## January 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. **January 8, 15, 22 & 29**

**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. **January 2, 9, 16, 23 & 30**

**SECOND CAREER INFO 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. **January 10 & 24**

**RÉSUMÉ CRITIQUE—BY APPOINTMENT ONLY:** 15 minute résumé critique. **(Strategic Résumé Writing or Résumé Writing Basics Workshop must be completed in advance.)** **January 3**

**XELLO:** Also known as Career Cruising. This website helps individuals who are unsure about the next phase of their career. **January 7**

**EMPLOYMENT SERVICES INFO SESSION:** Learn how to access resources and services available through Employment Ontario Employment Services such as Second Career and Apprenticeship. Learn what to expect from the Resource and Information Centre as well as from the one-on-one Assisted Services components. **January 4, 11, 14, 21, 25 & 31**

**TRIEC MENTORING PARTNERSHIP INFO SESSION:** TRIEC Mentoring Partnership brings together skilled immigrants and established professionals in occupation specific mentoring relationships. This is an excellent opportunity for skilled immigrants to expand professional networks. **January 18 & 28**

### UPCOMING SPECIAL EVENTS

**FOOD HANDLER TRAINING:** Learn how to safely prepare and store food by attending this one day training. A facilitator from the City of Toronto will walk through all the information you need. **February 21: 10:00 am to 3:00 pm**



**Available transit routes**

**TTC: 32, 47, 52**