



CALEDONIA EMPLOYMENT SERVICES

WORKSHOP & EVENTS SCHEDULE | MAY 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 CANADA GOOSE HIRING EVENT 9:30 am—11:30 am	2 ACE YOUR INTERVIEW 9:30 am—12:30 pm	3 TRIEC MENTORING PARTNERSHIP INFORMATION SESSION 9:00 am—10:00 am	4 RÉSUMÉ CRITIQUE (By appointment only) 10:00 am—10:30 am
7 LINKEDIN FUNDAMENTALS 10:00 am—11:00 am	8 STRATEGIC RÉSUMÉS 9:30 am—12:30 pm	9 ACE YOUR INTERVIEW 9:30 am—12:30 pm	10 SECOND CAREER INFORMATION SESSION 10:00 am—12:00 pm	11 EMPLOYMENT SERVICES INFORMATION SESSION 9:00 am—10:00 am
14 RÉSUMÉ CRITIQUE (By appointment only) 10:00 am—10:30 am	15 STRATEGIC RÉSUMÉS 9:30 am—12:30 pm	16 ACE YOUR INTERVIEW 9:30 am—12:30 pm GUEST SPEAKER CREDIT CANADA 2:00 pm—3:00 pm	17 XELLO (Also known as Career Cruising Website) 10:00 am—11:00 am FOOD HANDLER TRAINING 10:00 am—3:00 pm	18 PRACTICE INTERVIEW (By appointment only) 10:00 am—10:30 am
21 OFFICE CLOSED VICTORIA DAY	22 STRATEGIC RÉSUMÉS 9:30 am—12:30 pm GUEST SPEAKER EMPLOYMENT RIGHTS 2:00 pm—4:00 pm	23 ACE YOUR INTERVIEW 9:30 am—12:30 pm	24 SECOND CAREER INFORMATION SESSION 10:00 am—12:00 pm	25 TRIEC MENTORING PARTNERSHIP INFORMATION SESSION 9:00 am—10:00 am
28 EMPLOYMENT SERVICES INFORMATION SESSION 9:00 am—10:00 am	29 STRATEGIC RÉSUMÉS 9:30 am—12:30 pm	30 ACE YOUR INTERVIEW 9:30 am—12:30 pm	31 PRACTICE INTERVIEW (By appointment only) 10:00 am—10:30 am	

May Workshop/Event Descriptions

GUEST SPEAKER—CREDIT CANADA: A representative from Credit Canada will be providing information about how to create a monthly budget, improve your credit score and some tips & tools. **May 16: 2:00 pm to 3:00 pm**

FOOD HANDLER CERTIFICATION PROGRAM: Same day training in food handling. Fully recognized in the Province of Ontario. Upon successful completion of the exam, you will receive a certificate. **May 17: 10:00 am to 3:00 pm**

GUEST SPEAKER—EMPLOYMENT RIGHTS: Come and join us to learn about your employment rights from an expert. **May 22: 2:00 pm to 4:00 pm**

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

LINKEDIN FUNDAMENTALS: 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. **May 7**

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. **May 10 & 24**

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.) May 18 & 31**

RÉSUMÉ CRITIQUE—BY APPOINTMENT ONLY: 15 minute résumé critique. **(Strategic Résumé Writing or Résumé Writing Basics Workshop must be completed in advance.) May 4 & 14**

XELLO: Also known as Career Cruising. This website helps individuals who are unsure about the next phase of their career. **May 17**

TRIEC MENTORING PARTNERSHIP INFORMATION 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. **May 3 & 25**

EMPLOYMENT SERVICES INFORMATION 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. **May 11 & 28**

UPCOMING SPECIAL EVENTS

GUEST SPEAKER—CREDIT CANADA: A representative from Credit Canada will be providing information about how to create a monthly budget, improve your credit score and some tips & tools. **June 20: 2:00 pm to 3:00 pm**

GUEST SPEAKER—EMPLOYMENT RIGHTS: Come and join us to learn about your employment rights from an expert. **June 14 & 27: 2:00 pm to 4:00 pm**



Available transit routes

TTC: 32, 47, 52