



# WESTON EMPLOYMENT SERVICES

WORKSHOP & EVENT SCHEDULE | JANUARY 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	<b>1</b> <b>OFFICE CLOSED</b> <b>FOR NEW YEAR'S DAY</b>	<b>2</b> <b>STRATEGIC RÉSUMÉS</b> 10:00 am—12:00 pm  <b>CAREER CRUISING</b> 2:00 pm—3:00 pm	<b>3</b> <b>JOB SEARCH STRATEGIES</b> 10:00 am—11:00 am  <b>RÉSUMÉ CRITIQUE</b> 2:00 pm—3:00 pm	<b>4</b> <b>MOCK INTERVIEW</b> 10:00 am—11:00 am (By appointment only)
<b>7</b> <b>EMPLOYMENT ONTARIO</b> <b>INFORMATION SESSION</b> 10:00 am—11:00 pm	<b>8</b> <b>ACE YOUR INTERVIEW</b> 10:00 am—12:00 pm  <b>ONLINE JOB SEARCH TIPS</b> <b>AND TOOLS</b> 2:00 pm—3:00 pm	<b>9</b> <b>STRATEGIC RÉSUMÉS</b> 10:00 am—12:00 pm  <b>CAREER CRUISING</b> 2:00 pm—3:00 pm	<b>10</b> <b>JOB SEARCH STRATEGIES</b> 10:00 am—11:00 am  <b>RÉSUMÉ CRITIQUE</b> 2:00 pm—3:00 pm (By appointment only)	<b>11</b> <b>MOCK INTERVIEW</b> 10:00 am—11:00 am (By appointment only)
<b>14</b> <b>EMPLOYMENT ONTARIO</b> <b>INFORMATION SESSION</b> 10:00 am—11:00 pm  <b>SECOND CAREER</b> <b>INFORMATION SESSION</b> 2:00 pm—3:00 pm	<b>15</b> <b>ACE YOUR INTERVIEW</b> 10:00 am—12:00 pm  <b>ONLINE JOB SEARCH TIPS</b> <b>AND TOOLS</b> 2:00 pm—3:00 pm	<b>16</b> <b>STRATEGIC RÉSUMÉS</b> 10:00 am—12:00 pm  <b>CAREER CRUISING</b> 2:00 pm—3:00 pm	<b>17</b> <b>JOB SEARCH STRATEGIES</b> 10:00 am—11:00 am  <b>RÉSUMÉ CRITIQUE</b> 2:00 pm—3:00 pm (By appointment only)	<b>18</b> <b>MOCK INTERVIEW</b> 10:00 am—11:00 am (By appointment only)
<b>21</b> <b>EMPLOYMENT ONTARIO</b> <b>INFORMATION SESSION</b> 10:00 am—11:00 pm	<b>22</b> <b>ACE YOUR INTERVIEW</b> 10:00 am—12:00 pm  <b>ONLINE JOB SEARCH TIPS</b> <b>AND TOOLS</b> 2:00 pm—3:00 pm	<b>23</b> <b>STRATEGIC RÉSUMÉS</b> 10:00 am—12:00 pm  <b>CAREER CRUISING</b> 2:00 pm—3:00 pm	<b>24</b> <b>JOB SEARCH STRATEGIES</b> 10:00 am—11:00 am  <b>RÉSUMÉ CRITIQUE</b> 2:00 pm—3:00 pm (By appointment only)	<b>25</b> <b>MOCK INTERVIEW</b> 10:00 am—11:00 am (By appointment only)
<b>28</b> <b>EMPLOYMENT ONTARIO</b> <b>INFORMATION SESSION</b> 10:00 am—11:00 pm	<b>29</b> <b>ACE YOUR INTERVIEW</b> 10:00 am—12:00 pm  <b>ONLINE JOB SEARCH TIPS</b> <b>AND TOOLS</b> 2:00 pm—3:00 pm	<b>30</b> <b>STRATEGIC RÉSUMÉS</b> 10:00 am—12:00 pm  <b>CAREER CRUISING</b> 2:00 pm—3:00 pm	<b>31</b> <b>JOB SEARCH STRATEGIES</b> 10:00 am—11:00 am  <b>RÉSUMÉ CRITIQUE</b> 2:00 pm—3:00 pm (By appointment only)	

## January Workshop/Event Descriptions

**RÉSUMÉ CRITIQUE—BY APPOINTMENT ONLY:** One-hour résumé critique. (Strategic Résumé Writing must be completed in advance.) **January 3, 10, 17, 24 & 31: 2:00 pm to 3:00 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 2, 9, 16, 23 & 30**

**MOCK INTERVIEWS—BY APPOINTMENT ONLY:** Be prepared for your interviews. One-on-one one-hour practice interview. **January 4, 11, 18 & 25**

**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 8, 15, 22 & 29**

**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. **January 3, 10, 17, 24 & 31**

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

**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. **January 7, 14, 24 & 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. **January 8, 15, 22 & 29**

**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 14**



**Available transit routes**  
**TTC: 52, 58 and 89**