



VAUGHAN EMPLOYMENT SERVICES

WORKSHOP & EVENTS SCHEDULE | JUNE 2018

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--|---|--|---|---|
| | | | | 1 PRACTICE INTERVIEW (By appointment only) RÉSUMÉ CLINIC (By appointment only) |
| 4 NETWORKING MEETUP 9:30 am—11:00 am PRACTICE INTERVIEW (By appointment only) RÉSUMÉ CLINIC (By appointment only) | 5 NETWORKING AND JOB SEARCH STRATEGIES 1:00 pm—3:30 pm PRACTICE INTERVIEW (By appointment only) STUDENT JOB PREPARATION 3:00 pm—4:00 pm | 6 ACE YOUR INTERVIEW 1:30 pm—4:00 pm | 7 netWORKS ORIENTATION (Youth 18-29) 9:00 am—12:00 pm STRATEGIC RÉSUMÉS 1:00 pm—4:00 pm STUDENT JOB PREPARATION 3:00 pm—4:00 pm | 8 SECOND CAREER INFORMATION SESSION 9:30 am—11:30 am (By referral only) PRACTICE INTERVIEW (By appointment only) RÉSUMÉ CLINIC (By appointment only) |
| 11 NETWORKING MEETUP 9:30 am—11:00 am RÉSUMÉ WRITING BASICS 3:00 pm—4:30 pm RÉSUMÉ CLINIC (By appointment only) | 12 JOB SEARCH BOOT CAMP DAY 1 9:30 am—2:30 pm PRACTICE INTERVIEW (By appointment only) STUDENT JOB PREPARATION 3:00 pm—4:00 pm | 13 JOB SEARCH BOOT CAMP DAY 2 9:30 am—2:30 pm | 14 JOB SEARCH BOOT CAMP DAY 3 9:30 am—2:30 pm PRACTICE INTERVIEW (By appointment only) STUDENT JOB PREPARATION 3:00 pm—4:00 pm | 15 STRATEGIC RÉSUMÉS 9:00 am—12:00 pm PRACTICE INTERVIEW (By appointment only) RÉSUMÉ CLINIC (By appointment only) |
| 18 NETWORKING MEETUP 9:30 am—11:00 am netWORKS ORIENTATION (Youth 18-29) 9:00 am—12:00 pm PRACTICE INTERVIEW (By appointment only) | 19 ACE YOUR INTERVIEW 9:30 am—12:00 pm PRACTICE INTERVIEW (By appointment only) STUDENT JOB PREPARATION 3:00 pm—4:00 pm | 20 NETWORKING AND JOB SEARCH STRATEGIES 9:30 am—12:00 pm | 21 STRATEGIC RÉSUMÉS 1:00 pm—4:00 pm INTRODUCTION TO ENTREPRENEURSHIP - VBEC 9:30 am—12:00 pm STUDENT JOB PREPARATION 3:00 pm—4:00 pm | 22 LINKEDIN FUNDAMENTALS 9:30 am—11:00 am SECOND CAREER INFORMATION SESSION 1:30 pm—3:30 pm (By referral only) PRACTICE INTERVIEW (By appointment only) RÉSUMÉ CLINIC (By appointment only) |
| 25 NETWORKING MEETUP 9:30 am—11:00 am PRACTICE INTERVIEW (By appointment only) RÉSUMÉ CLINIC (By appointment only) | 26 LINKEDIN JOB SEARCH 9:30 am—11:00 am RÉSUMÉ WRITING BASICS 1:30 pm—3:30 pm STUDENT JOB PREPARATION 3:00 pm—4:00 pm | 27 STRATEGIC RÉSUMÉS 1:00 pm—4:00 pm | 28 SMART SERVE CERTIFICATION 9:30 am—4:00 pm STUDENT JOB PREPARATION 3:00 pm—4:00 pm | 29 PRACTICE INTERVIEW (By appointment only) RÉSUMÉ CLINIC (By appointment only) |

June Workshop/Event Descriptions

INTRODUCTION TO ENTREPRENEURSHIP—VAUGHAN BUSINESS ENTERPRISE CENTRE (VBEC): Local connection to business resources for entrepreneurs. Whether you want to start or grow your business, VBEC is a one stop source for business information resources and guidance. Remember, VBEC not only assists those looking to start a new business, but can help every step of the way; VBEC programs and services offer continual support and guidance to local business owners. Call now to register.
June 21, 9:30 am to 12:00 pm

NETWORKING MEETUP: New and exciting networking event! Connect with like-minded professionals. This is a great opportunity to develop your networking skills. **Every Monday: 9:30 am to 11:00 am**



Vaughan Employment Services
 3100 Rutherford Road, Unit 102, Vaughan, ON L4K 0G6
 Phone: 905.669.JOBS (5627)
 Email: vaughanemployment@costi.org
 Hours: Monday to Friday 8:30 am—4:30 pm



This Employment Ontario service is funded in part by the Government of Canada.

June Workshop/Event Descriptions

JOB SEARCH BOOT CAMP: This is a 3-day job search workshop to get you in the right frame of mind to be successful while job searching. Helpful at any stage of your job search. On the first day, we explore your career choices by completing some interesting career assessments as well as setting yourself up for success. The second day we explore your personal brand, how to brand yourself to secure the job you want. On day three, we review strategies to build an effective résumé, networking your way to a new job and how to be successful in an interview. **A 3-day workshop from June 12 to June 14, 9:30 am to 2:30 pm**

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. **June 8 & 21**

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 them. **June 6 & 19**

STRATEGIC RÉSUMÉS: The right one will make a difference. Learn from the experts. Learn how to write a strategically targeted résumé using accomplishment statements and keywords, identify what information employers are looking for when they review résumés and discover how to market yourself effectively by using various types of résumés. **June 7, 15, 21 & 27**

RÉSUMÉ WRITING BASICS: Learn to write a targeted résumé using résumé writing basics; utilize powerful action verbs, keywords and accomplishment statements. **June 11 & 26**

LINKEDIN FUNDAMENTALS & JOB SEARCH: 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 on how to create and configure a strong LinkedIn profile and leverage this social media platform. **June 22 & 26**

NETWORKING AND JOB SEARCH STRATEGIES: 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. **June 5 & 20**

PRACTICE INTERVIEWS—BY APPOINTMENT ONLY: Be prepared for your interviews. One-on-one 30 minutes practice interview. **(ACE Your Interview Workshop must be completed in advance.)**

RÉSUMÉ CLINIC—BY APPOINTMENT ONLY: 15 minutes résumé critique, by appointment only. **(Strategic Résumé Writing or Résumé Writing Basics Workshop must be completed in advance.)**

STUDENT JOB PREPARATION: Interview tips and résumé critique for students. **June 5, 7, 12, 14, 19, 21, 26 & 28**

netWORKS ORIENTATION SESSION: Are you between 18 and 29 years old and excited about getting your career started? netWORKS is a new way to make connections with mentors who can help you get your career off the ground. **June 7 & 18**

SMART SERVE CERTIFICATION COURSE – Smart Serve Ontario is recognized by the Alcohol and Gaming Commission of Ontario (A.G.C.O.) as the official Responsible Server Training Program in the province of Ontario. Course Description: Module 1: Alcohol and the Law, Module 2: The Effects of Alcohol, Module 3: Maintaining a Safe and Enjoyable Atmosphere, 30-minute exam at the end. An exam mark of 80 per cent is required to pass and become certified (Certificate card will be mailed within 3-6 weeks) **June 28, 9:30 am—4:00 pm**

UPCOMING SPECIAL EVENTS

JOB SEARCH BOOT CAMP: This is a 3-day job search workshop to get you in the right frame of mind to be successful while job searching. Helpful at any stage of your job search. On the first day, we explore your career choices by completing some interesting career assessments as well as setting yourself up for success. The second day we explore your personal brand, how to brand yourself to secure the job you want. On day three, we review strategies to build an effective résumé, networking your way to a new job and how to be successful in an interview. **A 3 day workshop from July 10 to July 12, 9:30 am—2:30 pm**



Available transit routes

VIVA: 4, 20, 85, 87

TTC: 195 Jane Take north to Steeles Ave. Transfer to VIVA 20.