



VAUGHAN EMPLOYMENT SERVICES

WORKSHOP & EVENTS SCHEDULE | OCTOBER 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 NETWORKING MEETUP 9:30 am—11:00 am RÉSUMÉ WRITING BASICS 1:30 pm—3:30 pm RÉSUMÉ CLINIC (By appointment only)	2 STRATEGIC RÉSUMÉS 9:00 am—12:00 pm PRACTICE INTERVIEW (By appointment only)	3 BUSINESS SEMINAR BILL 148 & ITS IMPACT ON YOUR BUSINESS 10:00 am—12:00 pm	4 SPEED NETWORKING FOR YOUTH 5:00 pm—7:00 pm (Limited seats, advanced registration required) PRACTICE INTERVIEW (By appointment only)	5 SECOND CAREER INFORMATION SESSION 9:30 am—11:30 am RÉSUMÉ CLINIC (By appointment only)
8 THANKSGIVING DAY CENTRE CLOSED	9 ACE YOUR INTERVIEW 1:30 pm—4:00 pm RÉSUMÉ CLINIC (By appointment only)	10 JOB SEARCH BOOT CAMP DAY 1 9:30 am—2:30 pm PRACTICE INTERVIEW (By appointment only)	11 JOB SEARCH BOOT CAMP DAY 2 9:30 am—2:30 pm GUEST SPEAKER PUBLIC SPEAKING MADE EASY 1:00 pm—2:30 pm	12 JOB SEARCH BOOT CAMP DAY 3 9:30 am—2:30 pm RÉSUMÉ CLINIC (By appointment only)
15 NETWORKING MEETUP 9:30 am—11:00 am LIFE SUCCESS STRATEGIES 9:30 am—2:00 pm RÉSUMÉ CLINIC (By appointment only) PRACTICE INTERVIEW (By appointment only)	16 LIFE SUCCESS STRATEGIES 9:30 am—2:00 pm STRATEGIC RÉSUMÉS 9:00 am—12:00 pm BUSINESS EVENT INCENTIVE PROGRAMS FOR HIRING 2:00 pm—4:00 pm	17 LIFE SUCCESS STRATEGIES 9:30 am—2:00 pm NETWORKING AND JOB SEARCH STRATEGIES 9:30 am—12:00 pm	18 LIFE SUCCESS STRATEGIES 9:30 am—2:00 pm netWORKS ORIENTATION (Youth 18-29) 9:00 am—12:00 pm RÉSUMÉ WRITING BASICS 3:00 pm—4:30 pm	19 LIFE SUCCESS STRATEGIES 9:30 am—2:00 pm RÉSUMÉ CLINIC (By appointment only) SECOND CAREER INFORMATION SESSION 1:30 pm—3:30 pm
22 LIFE SUCCESS STRATEGIES 9:30 am—2:00 pm NETWORKING MEETUP 9:30 am—11:00 am RÉSUMÉ CLINIC (By appointment only)	23 LIFE SUCCESS STRATEGIES 9:30 am—2:00 pm PRACTICE INTERVIEW (By appointment only)	24 LIFE SUCCESS STRATEGIES 9:30 am—2:00 pm STRATEGIC RÉSUMÉS 1:00 pm—4:00 pm PRACTICE INTERVIEW (By appointment only)	25 LIFE SUCCESS STRATEGIES 9:30 am—2:00 pm ACE YOUR INTERVIEW 9:30 am—12:00 pm	26 LIFE SUCCESS STRATEGIES 9:30 am—2:00 pm LINKEDIN FUNDAMENTALS 9:30 am—11:30 am PRACTICE INTERVIEW (By appointment only) RÉSUMÉ CLINIC (By appointment only)
29 LIFE SUCCESS STRATEGIES 9:30 am—2:00 pm NETWORKING MEETUP 9:30 am—11:00 am RÉSUMÉ CLINIC (By appointment only) PRACTICE INTERVIEW (By appointment only)	30 LIFE SUCCESS STRATEGIES 9:30 am—2:00 pm MULTI-EMPLOYER JOB FAIR 10:00 am—1:00 pm	31 LIFE SUCCESS STRATEGIES 9:30 am—2:00 pm YOUR RIGHTS IN THE WORKPLACE 10:00 am—12:00 pm LINKEDIN JOB SEARCH 1:30 pm—2:30 pm	1 LIFE SUCCESS STRATEGIES 9:30 am—2:00 pm NETWORKING AND JOB SEARCH STRATEGIES 1:30 pm—4:00 pm PRACTICE INTERVIEW (By appointment only)	2 LIFE SUCCESS STRATEGIES 9:30 am—2:00 pm SECOND CAREER INFORMATION SESSION 9:30 am—11:30 am RÉSUMÉ CLINIC (By appointment only)

October Workshop/Event Descriptions

SPEED NETWORKING FOR YOUTH: Speed networking is a fun and quick way for youth to connect with professionals (mentors) from various industries to understand the wide range of careers available. **October 4, 2018 5:00 pm to 7:00 pm**

JOB SEARCH BOOT CAMP: This is a three-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 October 10 to October 12, 9:30 am to 2:30 pm**



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.

October Workshop/Event Descriptions

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**

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. **October 5, 19 & November 2**

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. **October 9 & 25**

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. **October 2, 16 & 24**

RÉSUMÉ WRITING BASICS: Learn to write a targeted résumé using résumé writing basics; utilize powerful action verbs, keywords and accomplishment statements. **October 1 & 18**

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. **October 17 & November 1**

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. **October 26 & 31**

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)**

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

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. **October 18**

LIFE SUCCESS STRATEGIES: The program is beneficial for individuals who are looking for of a boost of self-confidence, career direction and skills assessments. The training equips participants with essential job search and self-marketing skills, conflict resolution and creative communication techniques that are valuable in today's working world and everyday life. **For registration please contact Amy Cheung at 289-843-3214 or amy.cheung@costi.org. October 16 to November 2, 2018, 9:00 am to 2:00 pm**

BUSINESS SEMINAR—BILL 148 & ITS IMPACT ON YOUR BUSINESS: FREE Business Seminar – What Employers need to know about Ontario's Labour Law Changes **(BILL 148)** Small and Medium-sized businesses Invited! **REGISTER NOW! October 3, 2018 10:00 am to 12:00 pm**

BUSINESS EVENT—INCENTIVE PROGRAMS FOR HIRING: Samantha Timbers, Manager of COSTI Vaughan Employment Services will walk local businesses through available funding that will help them to hire their next employees. As part of Vaughan Small Business Week, this session offers invaluable insights into hiring in Vaughan. Save the date for the business event of the fall! Vaughan Small Business Week, October 16-19. For more information, or to participate contact VBEC at 905-832-8526, or by email at VBEC@Vaughan.ca. **October 16, 2018 2:00 pm to 4:00 pm**

GUEST SPEAKER—PUBLIC SPEAKING MADE EASY: In this workshop, whether you are fearful of public speaking, or just want tips to get your game to the next level, you will receive expert coaching and feedback on ways to unlock your communication potential by boosting your confidence and power, as well as strengthen your public speaking skills. **October 11, 2018 1:00 pm to 2:30 pm**

MULTI-EMPLOYER JOB FAIR: Immediate and Various Full/Part Time jobs opportunities available in different sectors and industries. Meet your future employer, on-site Interviews. **October 30, 10:00 am to 1:00 pm**

UPCOMING SPECIAL EVENTS

SOFT SKILLS SOLUTIONS TRAINING: Learn about the workplace skills that are in demand! In this free five-day training course you will learn about the skills needed for success in today's workplace: Communication, Teamwork, Personal Management, Problem Solving and Professional & Skills Development. Sessions are small, interactive and fun. Certificate issued upon successful completion. **A 5-day workshop from November 5 to November 9, 9:00 am to 2:30 pm**

FOOD HANDLER CERTIFICATION PROGRAM: The Food Handler Certification program teaches you how to safely prepare, store and serve food. Benefits of Food Handler Certification program: Become trained and certified in food handling, learn how to prevent food-borne illnesses, obtain a provincially recognized certificate employers value. An exam mark of 70 per cent is required to pass and become certified. Certification is valid for 5 years and recognized across Ontario. **November 26, 9:00 am to 4:00 pm**



Available transit routes

VIVA: 4, 20, 85, 87

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

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