



VAUGHAN EMPLOYMENT SERVICES

WORKSHOP & EVENTS SCHEDULE | NOVEMBER 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1 LIFE SUCCESS STRATEGIES 9:30 am—2:00 pm NETWORKING AND JOB SEARCH STRATEGIES 9:30 am—12:00 pm netWORKS ORIENTATION (Youth 18-29) 9:00 am—12:00 pm	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)
5 SOFT SKILLS SOLUTIONS TRAINING 9:00 am—2:30 pm NETWORKING MEETUP 9:30 am—11:00 am PRACTICE INTERVIEW (By appointment only)	6 SOFT SKILLS SOLUTIONS TRAINING 9:00 am—2:30 pm STRATEGIC RÉSUMÉS 1:00 pm—4:00 pm PRACTICE INTERVIEW (By appointment only)	7 SOFT SKILLS SOLUTIONS TRAINING 9:00 am—2:30 pm	8 SOFT SKILLS SOLUTIONS TRAINING 9:00 am—2:30 pm ACE YOUR INTERVIEW 1:30 pm—4:00 pm PRACTICE INTERVIEW (By appointment only)	9 SOFT SKILLS SOLUTIONS TRAINING 9:00 am—2:30 pm RÉSUMÉ WRITING BASICS 3:00 pm—4:30 pm RÉSUMÉ CLINIC (By appointment only)
12 NETWORKING MEETUP 9:30 am—11:00 am BUSINESS SEMINAR BILL 148 & ITS IMPACT ON YOUR BUSINESS 10:00 am—12:00 pm RÉSUMÉ CLINIC (By appointment only)	13	14 JOB SEARCH BOOT CAMP DAY 1 9:30 am—2:30 pm PRACTICE INTERVIEW (By appointment only)	15 JOB SEARCH BOOT CAMP DAY 2 9:30 am—2:30 pm INTRODUCTION TO ENTREPRENEURSHIP - VBEC 9:30 am—12:00 pm GUEST SPEAKER PUBLIC SPEAKING MADE EASY 1:00 pm—2:30 pm	16 JOB SEARCH BOOT CAMP DAY 3 9:30 am—2:30 pm PRACTICE INTERVIEW (By appointment only) RÉSUMÉ CLINIC (By appointment only)
19 NETWORKING MEETUP 9:30 am—11:00 am NETWORKING AND JOB SEARCH STRATEGIES 9:30 am—12:00 pm netWORKS ORIENTATION (Youth 18-29) 9:00 am—12:00 pm	20 YOUR RIGHTS IN THE WORKPLACE 10:00 am—12:00 pm STRATEGIC RÉSUMÉS 1:00 pm—4:00 pm PRACTICE INTERVIEW (By appointment only)	21 MOTIVATIONAL SPEAKER SPIDER JONES 12:30 pm—1:30 pm	22 RÉSUMÉ WRITING BASICS 10:00 am—12:00 pm PRACTICE INTERVIEW (By appointment only)	23 LINKEDIN FUNDAMENTALS 9:30 am—11:30 am SECOND CAREER INFORMATION SESSION 1:30 pm—3:30 pm RÉSUMÉ CLINIC (By appointment only)
26 FOOD HANDLER CERTIFICATE TRAINING 9:00 am—4:00 pm NETWORKING MEETUP 9:30 am—11:00 am RÉSUMÉ CLINIC (By appointment only)	27 ACE YOUR INTERVIEW 9:30 am—12:00 pm PRACTICE INTERVIEW (By appointment only)	28 STRATEGIC RÉSUMÉS 9:00 am—12:00 pm PRACTICE INTERVIEW (By appointment only)	29 LINKEDIN JOB SEARCH 9:30 am—11:30 am PRACTICE INTERVIEW (By appointment only)	30 RÉSUMÉ CLINIC (By appointment only)

November Workshop/Event Description

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 interesting career assessments as well as “tips” to set yourself up for success. The second day, we review strategies for effective job search and coping mechanisms. Day three, we explore your personal brand, networking your way to a new job, secret building blocks of résumé and how to be successful in an interview. **A 3-day workshop from November 14 to November 16, 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



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November 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. **November 2 & 23**

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. **November 8 & 27**

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. **November 6, 20 & 28**

RÉSUMÉ WRITING BASICS: Learn to write a targeted résumé using résumé writing basics; utilize powerful action verbs, keywords and accomplishment statements. **November 9 & 22**

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. **November 1 & 19**

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. **November 23 & 29**

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. **November 1 & 19**

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**

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! November 12, 2018 10:00 am to 12:00 pm**

INTRODUCTION TO ENTREPRENEURSHIP—VAUGHAN BUSINESS ENTERPRISE CENTRE (VBEC): Local connection to business resources for entrepreneurs. Whether you want to start or grow your business, the 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. Register now! **November 15, 9:30 am to 12:00 pm**

YOUR RIGHTS IN THE WORKPLACE: The Employment Standards Act provides the minimum standards for most employees working in Ontario. It sets out your rights and responsibilities in the workplace and we will help you understand it. Sign up now and empower yourself. **November 20, 10:00 am to 12:00 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. **November 15, 2018 1:00 pm to 2:30 pm**

FOOD HANDLER CERTIFICATION PROGRAM: The Food Handler Certification program teaches you how to safely prepare, store and serve food. 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 five years and recognized across Ontario. **November 26, 9:00 am to 4:00 pm**

UPCOMING SPECIAL EVENT

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 interesting career assessments as well as "tips" to set yourself up for success. The second day, we review strategies for effective job search and coping mechanisms. Day three, we explore your personal brand, networking your way to a new job, secret building blocks of résumé and how to be successful in an interview. **A 3-day workshop from December 4 to December 6, 2018, 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.