

# EMPLOYMENT RESOURCES CALENDAR OF EVENTS

## SEPTEMBER 2019



*"Do one thing everyday  
that scares you"*  
- Eleanor Roosevelt

EAST SCARBOROUGH  
STOREFRONT  
4040 LAWRENCE AVE EAST  
SCARBOROUGH, ON M1E 2R2  
PHONE: 416-208-9889

**Hours of Operation**  
**Mon - Thurs: 9AM - 7PM**  
**Fri: 9AM - 5PM**

Computers shut down 30  
minutes prior to closing

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 LABOUR DAY! STOREFRONT CLOSED	3 Computer Class Job Search 12-3 Registration 12-4	4 Job Search 12-3 Registration 12-4	5 Computer Class Registration 3-5	6 Computer Class Career Conversations 11-12:30
9	10 Computer Class Job Search 12-3 Registration 12-4	11 Job Search 12-3 Registration 12-4	12 Computer Class Registration 3-5	13 Computer Class Career Conversations 11-12:30 Second Career Info Session 1-2:30
16	17 Computer Class Job Search 12-3 Registration 12-4	18 Job Search 12-3 Registration 12-4	19 Computer Class Registration 3-5	20 Computer Class Career Conversations 11-12:30
23	24 Computer Class Job Search 12-3 Registration 12-4	25 Job Search 12-3 Registration 12-4	26 Computer Class Registration 3-5	27 Computer Class Career Conversations 11-12:30 Second Career Info Session 1-2:30
30				



**United Way**  
Greater Toronto



## RESOURCE CENTRE

Computers, Photocopier, (\$0.10/page) Fax Machine, Scanner, Public Phone, Community Resource Information

### IN-HOUSE EMPLOYMENT SERVICES

### WORKSHOPS SCHEDULE

#### Registration

Meet 1-1 with a Community Employment Specialist to discuss your employment/ training goals. As part of the visit, individuals may be registered with Employment Ontario to receive ongoing employment supports

#### Cover Letter - Oct 21, 1-2:30

This workshop explores the foundations of writing a good cover letter, the format, do's and don'ts. You will also practice drafting a targeted cover letter.

#### Job Search Supports

Opportunity to job search in a group environment with support from a Community Employment Specialist. Open to any job seeker. Bring your resume and/or cover letter.

#### LinkedIn 101/ Social Media - Nov 18, 1-2:30

This workshop explores how LinkedIn and social media can be effective tools in job searching. We will look at different profiles and examine the components of what makes a profile stand out to employers.

#### Second Career Information Session

Review eligibility and suitability requirements to apply for Second Career Financial Assistance. Monthly information session is typically followed by 1-1 meeting with a Community Employment Specialist.

#### Elevator Pitch - Jan 20, 1-2:30

Want to catch an employers' attention in 10 seconds? This workshop focuses on the benefits of an elevator pitch, where you can use it, and how to create the best pitch to sell your skills and experiences.

#### Career Conversations

Series of conversations with peers and employment specialists about your job search experiences. Opportunity to share information, advice and stories to create connections with local job seekers.

#### Interview Skills - Feb 24, 1-2:30

Do you struggle with interviews? Attend this workshop where we discuss the importance of first impressions, preparing for an interview and practice interview questions.

