

TNO -The Neighbourhood Organization

1- Leaside Park Drive, Unit # 7
Toronto ON M4H 1R1

Web: www.tno-toronto.org/Email: employmentservices@tno-toronto.org

MON	TUE	WED	THU	FRI
		1	2 LinkedIn & Job Search 1:00-3:00pm	3 Résumé Customization (By Appointment Only) 1:00-3:00pm
6 Mock Interview (By Appointment Only) 1:00-3:00pm	7	8	9	10
MS Word Part 1 - 4 10:00 - 12:00noon Certificate Provided				
13 Résumé Writing 1:00-3:00pm	14 Interview Skills 1:00 - 3:00pm	15 Mentoring Partnership Program Orientation 1:00-3:00pm	16 Cold Calling 10:00-12:00noon	17 How to Organize Job Search 10:00-12:00noon
20 Victoria Day	21	22	23	24
Customer Service and Cashier Training 1:00-4pm (3 days in class and 4th day Placement at New Circles, 1:00-5:00pm) Certificate Provided				
27 MS Excel Part 1 1:00-3:00pm	28	29	30	31
MS Excel Part 2 - 4 1:00-3:00pm Certificate Provided				

Employment Services

Regular Business Hours: Monday to Friday 9:00am to 5:00pm
Saturdays - 10:00am to 4:00pm

Phone: 416-467-0126 Fax: 416-467-9145

<p><u>Résumé Writing :</u></p> <p>This is an interactive workshop that offers activities needed to prepare Winning & Effective Résumés. It includes looking at employment goals, job postings, and their connections to résumé objectives, gathering relevant information, matching skills and qualifications, choosing appropriate résumé type, and tailoring résumés. The workshop also covers elements of writing effective cover letters.</p>	<p><u>Microsoft Office Word:</u></p> <p>This workshop focuses on how to prepare a word document, formatting, page setup and printing options, attach and download a document.</p> <p><u>Microsoft Office Excel:</u> This workshop focuses on formatting excel worksheets and cells, simple formulas, selecting ranges and entering data.</p>
<p><u>Mock Interview:</u></p> <p>The session provides you with the opportunity to practice your interview skills; know what to expect when you interview for real; learn more effective ways to answer different types of questions; become more comfortable and confident during interviews. Choose a position-of-interest to focus on during your interview. Contact our front desk to schedule an appointment. Mock Interviews generally last 30-40 minutes.</p>	<p><u>Customer Service Training & Retail Sales Training:</u></p> <p>Content includes: <u>Overview of the nature of retail work</u>; using a basic, computerized cash register, customer service language, intercultural and cross cultural communication skills and strategies. <u>Résumé and Interview Preparations</u> (including Mock Interviews) for retail positions. <u>Placement</u> at retail store for 4 hrs.</p>
<p><u>Mentorship Partnership Orientation:</u></p> <p>The Mentoring Partnership program brings together recent skilled immigrants and established professionals in occupation-specific mentoring relationships. During the mentoring partnership, mentors share insights, ideas and networks which assist the mentee to develop an effective job search plan. Mentee and mentor work together 18 hours over 3 months. The partnership between mentor and mentee focuses on Workplace Culture in the Canadian Context Information about the profession, industry, sector networking to build professional links.</p>	<p><u>Interview Skills:</u></p> <p>This workshop covers the range of activities needed to properly prepare and conduct a job-winning interview. This includes the importance of interview goals, types of interviews, handling of pre-interview phone calls, and phone interviews, pre-interview research, how to effectively answer common and situational interview questions, good questions to ask interviewers, opening and closing of the interview, and post-interview activities. Participants will have the opportunity to answer interview questions and receive coaching for improvement.</p>
<p><u>Résumé Customization:</u></p> <p>This workshop focuses on customizing résumé based on the job posting. The client must have an electronic copy of résumé and a job posting. Contact our front desk to schedule an appointment. It generally last 30-40 minutes and its one on one workshop.</p> <p><u>LinkedIn and Job Search:</u></p> <p>Participants learn how to use LinkedIn for job search as a powerful networking tool, various options of LinkedIn and set up profile to get maximum benefit of LinkedIn.</p>	<p><u>Cold Calling:</u></p> <p>Learn the secrets of how to make your job application stand out and get connected to the decision-makers. Walk away with techniques, ideas and processes in your job search. Hands-on experience in cold calling practices, what to do and what not to do when you make a cold calls.</p> <p>Cold Calling Tips: To Help Improve Your call</p> <p>What is cold calling?</p> <p>How do you start a cold call?</p> <p>What do you mean by cold calling?</p> <p>What is a cold call for a job?</p>
<p><u>Pathway to Trades:</u></p> <p>Explore careers in Construction Industry, and developed paths to training and support, and get matched to Apprenticeship and Job Placement</p>	<p><u>How to Organize Job Search:</u></p> <p>This workshop is very useful to people who are new to job searching in Canada. Participants will learn time management, résumé and online job search/application.</p>