


MON	TUE	WED	THU	FRI
2	3	4	5	6
9 	10	11	12 netWORKS Event: A Conversation with Vanda Hudak: How to Stand Out to Recruiters 1:00 PM - 2:00 PM	13 Community Benefits Program: Jobs in the Construction Industry 11:00 AM
16	17 Resume & Cover Letter 1:00 PM	18	19 netWORKS Event: A Conversation with Ashutosh Singh: LinkedIn and Networking 1:00 PM - 2:00 PM 1-on-1 Mock Interview 1:00 PM	20
MS WORD 1:00 PM— 3:00 PM (Certificate Provided)				
23 Better Jobs Ontario (formerly Second Career) Information Session 1:00 PM	24 CanTek Program: Information Session 1:00 PM	25 How to Use Outlook and OneDrive 1:00 PM	26 netWORKS Event: A Conversation with Ryan Butcherit: Vice President, Product Development, Alternative Investments at RBC Bank 1:00 PM - 2:00 PM Employment Ontario Program & Services: Information Session 10:00 AM	27
MS EXCEL 1:00 PM—3:00 PM (Certificate Provided)				
30	31			

To Register for our Workshops Please:

Scan Me

Email:

employmentservices@tno-toronto.org

Phone: 416-467-0126 ext. 1247



More Information

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

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

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netWORKS

- Are you a young professional between 18-29 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.

netWORKS offers you opportunities to:

- Meet new career role models and expand your professional network
- Hone your skills and build confidence
- Get real-world advice about how to find a job
- Get information about the corporate work environment
- Get constructive feedback about your career ideas and your job search

To join netWORKS, you must be:

- Not be in education and training lasting more than 6 months
- Looking for meaningful employment and career opportunities

Youth Job Connection:- WAITLISTED UNTIL FURTHER NOTICE

ARE YOU 15-29 YEARS OLD - LOOKING FOR A FULL-TIME OR A PART-TIME JOB?

WE CAN HELP YOU!

- 60 Hours of Paid Pre-Employment Training to Promote Job Readiness
- Job Matching and Paid Job Placement
- Financial Support for Participants and Hiring Support for Employers
- Mentorship Services
- Education, Work Transition and Supports to Help you in your Career Goals and Aspirations

Winning Resume and Cover Letter:

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.

Microsoft Office Word:

This workshop focuses on how to prepare word document, formatting, page setup and printing options, attach and download a document.

Microsoft Office Excel:

This workshop focuses on formatting excel worksheets and cells, simple formulas, selecting ranges and entering data.

MS Outlook and OneDrive:

Employment Services interactive workshop on MS Outlook and OneDrive offers learning on MS Outlook Basic, the utility of MS Outlook and OneDrive (Cloud).

LinkedIn and Networking:

Learn how to make an effective LinkedIn profile and used LinkedIn to network and job search.

Mock Interview:

The session allows you 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.