

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Saturday
			<b>1</b> <b>CanTek:</b> <b>Information Session</b> <b>1:00 PM</b>	<b>2</b> <b>1 on 1 Mock</b> <b>Interview</b> <b>2:00 - 3:30 PM</b>	<b>3</b>
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b> <b>netWORKS Event: A</b> <b>Workshop with</b> <b>Vanda Hudak:</b> <b>LinkedIn &amp; Networking</b> <b>1:00 PM - 2:00 PM</b>	<b>9</b>	<b>10</b> <b>(IN-PERSON)</b> <b>CPR Training</b> <b>9:00 AM - 5:00 PM</b>
<b>12</b>	<b>13</b> <b>netWORKS Event: A Conversation</b> <b>with Suman Chakraborty: Senior</b> <b>Consultant, DevOps &amp; Cloud</b> <b>Services</b> <b>1:00 PM - 2:00 PM</b>	<b>14</b>	<b>15</b> <b>WINNING RESUME</b> <b>&amp;</b> <b>COVER LETTER</b> <b>1:00 PM</b>	<b>16</b>	<b>17</b>
<b>MS EXCEL 1:00 PM— 3:00 PM (Certificate Provided)</b>					
<b>19</b> 	<b>20</b>	<b>21</b> <b>OTEC and TNO Workshop:</b> <b>How to Unlock Your Career</b> <b>Potential With CareerAtlas™</b> <b>10:30 AM</b>	<b>22</b> <b>netWORKS Event: A Resume Chat</b> <b>with Nataliya</b> <b>Masyuk: Understanding the</b> <b>Applicant Tracking System (ATS)</b> <b>Scans</b> <b>2:00 PM - 3:00 PM</b>	<b>23</b>	<b>24</b>
<b>MS WORD 1:00 PM— 3:00 PM (Certificate Provided)</b>					
<b>26</b>	<b>27</b> <b>Better Jobs Ontario</b> <b>(formerly Second</b> <b>Career)</b> <b>Information Session</b> <b>10:30 AM</b>	<b>28</b> <b>Employment Ontario:</b> <b>Information Session</b> <b>10:30 AM</b>	<b>29</b>		

**To Register for our Workshops**

Scan

Email:  
[employmentservices@tno-toronto.org](mailto:employmentservices@tno-toronto.org)



**More Information**

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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:

### **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.

## BETTER JOBS ONTARIO (formerly Second Career) :

This is a government-funded program which has been expanded to better help eligible people who may face challenges finding stable jobs, were laid off, are unemployed or underemployed with financial support for Skills Training for employment in skilled occupations that are in demand in Ontario. Join the session to learn more about the eligibility and suitability of this Program.

## 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.