

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
	Security Guard Training (In-Person) 9:00 AM - 5:00 PM			
	Coding for Future 10:00 AM - 12:00 PM			
8	9	10	11	12
			netWORKS Event: A Human Resources Specialist Chat with George Wong: How to Stand Out to Recruiters 2:00 PM-3:00 PM	
	Coding for Future 10:00 AM - 12:00 PM			
15	16	17	18	19
			Mock Interview 11:00 AM	WINNING RESUME & COVER LETTER netWORKS Event: A Conversation with Smile Thanapattheerakul: Career in Cybersecurity 3:00 PM-4:00 PM
	Coding for Future 10:00 AM - 12:00 PM			
22	23	24	25	26
	Better Jobs Ontario (formerly Second Career) Information Session 10:30 AM		netWORKS Event: A Conversation with Zahra Syed: Project Manager at The Hospital for Sick Children 1:00 PM-2:00 PM	
	MS Excel 1:00 PM—3:00 PM (Certificate Provided)			
	Coding for Future 10:00 AM - 12:00 PM			
29	30	31		
		(In-person) Workplace Culture & Communication 3:00 PM - 5:00 PM		

To Register for our Workshops Please:

Phone: 416-467-0126 ext. 1247

Email: employmentservices@tno-toronto.org

Scan



Email:

employmentservices@tno-toronto.org

More Information

1- Leaside Park Drive, Unit # 7
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Phone: 416-467-0126 Fax: 416-467-9145
Email: employmentservices@tno-toronto.org

web: www.tno-toronto.org

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 (BJO):

- Have been laid-off and have not been working or are working a temporary job just to cover costs?
- Have not been laid-off but have been unemployed for six months or longer and are part of a low-income household?

This Information session explains the eligibility and suitability for BETTER JOBS ONTARIO (formerly Second Career), which is a government-funded program that provides financial support for Skills Training for employment in skilled occupations that are in demand in Ontario.

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.