

## Employment Source – Toronto North

1280 Finch Ave. West, Suite 607 (Keele and Finch location)  
 Toronto, ON M3J 3K6 416-661-3010 Ext:3406 [www.ivstoronto.org](http://www.ivstoronto.org)  
 Hours: Monday – Friday 9AM – 5PM

# DECEMBER 2018 Employment Source - Workshop Schedule

Mon	Tue	Wed	Thu	Fri
3 <i>Service Orientation</i> (2:00PM)	4 <b>Interview Skills</b> (9:30-1:00) (*Pre-registration required)	5	6 <i>Service Orientation</i> (10:00AM)	7
10 <i>Service Orientation</i> (2:00PM)	11	12 <b>Video Interview Practice</b> (9:30 - 1:00) (*Pre-registration required) Bathurst-Finch Hub, 540 Finch Avenue West (Finch and Bathurst)	13 <i>Service Orientation</i> (10:00AM)	14
17 <i>Service Orientation</i> (2:00PM)	18 <b>Job Search on the Internet</b> (9:30 - 1:00) (*Pre-registration required and your Resume on a USB or in your Email*)	19	20 <i>Service Orientation</i> (10:00AM)	21
24	25 <b>OFFICE CLOSED</b>	26 <b>OFFICE CLOSED</b>	27	28
31				

### Pre-registration for workshops required, call 416- 649-1696

(see reverse for detailed workshop description)

The Resource and Information centre provides free access to the internet, photocopier, fax machine, phones, directories, job board, employment workshops and other resources to help you with your job searching needs.

**New to the Centre – please attend our Service Orientation sessions on Monday 2 PM & Thursday 10 AM**

### Immigrant / Newcomer Programs also offered in the centre:

**Job Search Workshop** – New to Canada and looking for work? We will help you! – please contact Sharon at 416-649-1696 to register

**Canadian Workplace Communications program for newcomers trained in IT, Architecture and Banking/Finance** - please contact Anna at 416-649-1700 to register

## EMPLOYMENT SOURCE WORKSHOPS DESCRIPTIONS

Name: \_\_\_\_\_ Counsellor: \_\_\_\_\_ Phone: \_\_\_\_\_

# DECEMBER 2018 Employment Source - Workshop Schedule

WORKSHOP	DESCRIPTION & NOTES	TIME	SIGN UP
<b>Interview Skills</b>	An introduction to different interview techniques used by employers. Also, a chance to begin developing your own questions and answers for interviews. <b>*Pre-registration required</b>	<b>DEC 4TH 9:30-1:00</b>	
<b>Job Search on the Internet</b>	Learn how to create a "Scannable" and "text resume". Also learn how to fill out an on-line application form and attach a resume. In addition, gain knowledge of job search links and trends. <b><u>(Please Bring your resume on a USB or in your E-mail)</u></b> <b>*Pre-registration required</b>	<b>DEC 18TH 9:30-1:00</b>	
<b>Video Interview Practice</b>	An opportunity to practice your interview skills and view yourself as the interviewer sees you. You will be filmed and feedback provided. <b>"Please bring your resume and a job posting."</b> <b>*Pre-registration required</b> Workshop will take place at the- <b>Bathurst-Finch Hub, 540 Finch Avenue West (Finch and Bathurst)</b>	<b>DEC 12TH 9:30-1:00</b>	

Please contact **Sharon** call **416-649-1696**, if you are not able to attend or to book the workshop time.