

**FREE  
SERVICES**



JUNE 2019  
**MARKHAM**  
WORKSHOPS & EVENTS

To register for a **FREE** workshop,  
contact (905) 470-9675 or  
MarkhamOnline@jvstoronto.org

| MONDAY  | TUESDAY   | WEDNESDAY   | THURSDAY  | FRIDAY  |
|---|---|---|---|---|
| <p>3</p> <p><b>Microsoft Office Testing</b><br/>Online<br/>By Appointment</p>   | <p>4</p> <p><b>Microsoft Office Testing</b><br/>Online<br/>By Appointment</p>   | <p>5</p> <p><b>Acing your Employment</b><br/>Milliken Mills Library<br/>9:30 am - 12:00 pm</p> <p><b>Job Search Assistance</b><br/>Milliken Mills Library<br/>1:00 pm - 5:00 pm</p>                       | <p>6</p> <p><b>Finding a Government Job</b><br/>Aaniin Community Centre<br/>9:30 am - 12:00 pm</p> <p><b>Job Search Assistance</b><br/>Aaniin Community Centre<br/>1:30 pm - 3:30 pm</p>  | <p>7</p>  |
| <p>10</p> <p><b>Microsoft Office Testing</b><br/>Online<br/>By Appointment</p>  | <p>11</p> <p><b>Career Cruising</b><br/>Online<br/>By Appointment</p>   | <p>12</p> <p><br/><b>Job Search Assistance</b><br/>Milliken Mills Library<br/>By Appointment<br/>9:30 am - 5:00 pm</p> | <p>13</p> <p><b>Resume Strategies</b><br/>Aaniin Community Centre<br/>9:30 am - 12:00 pm</p> <p><b>Job Search Assistance</b><br/>Aaniin Community Centre<br/>1:30 pm - 3:30 pm</p>        | <p>14</p> <p><br/><b>LinkedIn &amp; Social Media</b><br/>Employment Source Markham<br/>1:30 pm - 3:30 pm</p> |
| <p>17</p> <p><br/><b>Meet the Job Developer</b><br/>Employment Source Markham<br/>By Appointment<br/>10:30 am - 12:00 pm</p> | <p>18</p> <p><b>Ontario</b> <br/><b>MCSCS Info Session</b><br/>Employment Source Markham<br/>10:30 am - 12:30 pm</p> | <p>19</p>   | <p>20</p> <p><b>Finding a Government Job</b><br/>Aaniin Community Centre<br/>9:30 am - 12:00 pm</p> <p><b>Job Search Assistance</b><br/>Aaniin Community Centre<br/>1:30 pm - 3:30 pm</p> | <p>21</p> <p><b>Microsoft Office Testing</b><br/>Online<br/>By Appointment</p>  |
| <p>24</p> <p><br/><b>Acing your Interview</b><br/>Employment Source Markham<br/>1:30 pm - 3:30 pm</p>                      | <p>25</p> <p><b>Career Cruising</b><br/>Online<br/>By Appointment</p>   | <p>26</p> <p><b>Service Canada Information Session</b><br/>Employment Source Markham<br/>10:00 am - 11:30 am</p> <p><b>Job Search Assistance</b><br/>Cornell Library<br/>1:00 pm - 5:00 pm</p>            | <p>27</p> <p><b>Resume Strategies</b><br/>Aaniin Community Centre<br/>9:30 am - 12:00 pm</p> <p><b>Job Search Assistance</b><br/>Aaniin Community Centre<br/>1:30 pm - 3:30 pm</p>        | <p>28</p>   |

**Call or drop  
in to get  
started!**



**ASK ABOUT OUR  
NEW PROGRAMS**

**Cyber Security - Online & In Class**  
**IT Workplace Communication - Online**

## RESUME STRATEGIES

Resumes, Cover Letters and Online Applications

## ACING YOUR INTERVIEW

## ACING YOUR EMPLOYMENT

## FINDING A GOVERNMENT JOB

## SOCIAL MEDIA & LINKEDIN WORKSHOP

## WORKPLACE COMMUNICATION FOR THE CHINESE CANADIAN PROFESSIONAL

### Tell employers what makes you the top candidate for the job.

Designed to help job seekers from a variety of career backgrounds with critical resume tips and insights. That includes writing a compelling cover letter and resume that will maximize the application process and get you noticed. You will also learn how to apply for jobs online with your new resume and cover letter, as well as how to uncover hidden jobs in today's competitive job market.

### Get to know recruiter interview secrets.

Gain an insight on behavioural and situational job interview methods favoured by hiring professionals. Review the do's and don'ts of interview etiquette, from the very first phone call to the very last thank-you email. Champion employer meetings and turn job interviews into job offers by using the STAR technique.

### Define your competitive edge!

With a strategic job search plan, you will leverage job seeking skills that will help you to stay motivated, set SMART goals and influence success. Identify best practices in order to access hidden jobs, develop your network, and secure interviews faster. Finally, review the most vital and often underestimated step in the employment process: job retention.

### Apply for a government job.

Many professionals want to work in a government job in a variety of positions, however, navigating the application process can be difficult. This workshop helps job seekers target their application specifically for jobs in Ontario Public Service.

### It is no longer enough to just have a resume.

Professional job seekers from a variety of career backgrounds, which include new graduates as well, must be able to build a brand! This workshop focuses on best practices related to job search via social media, in particular, how to leverage LinkedIn to access employment opportunities, expand your network, and develop your online professional brand. Update your profile and get noticed by both your existing connections and new connections - bringing potential employers to you.

### Refine your professional workplace skills.

A hands-on workshop focused on Canadian workplace culture, and the opportunity to practice and refine your English workplace communication with an Employment Expert. Includes navigating the Canadian job market, networking, and communicating effectively in a new job. All English levels are welcome! By appointment.

## WORKSHOP LOCATIONS

### JVS Toronto Employment Source Markham

30 Karachi Drive, Unit 66  
Markham, ON  
L3S 0B6

At Markham Rd & Denison

### Aaniin Community Centre

5665 14th Avenue  
Markham, ON  
L3S 3K5

### Milliken Mills Library

7600 Kennedy Road, #1  
Markham, ON  
L3R 9S5

### Cornell Library

3201 Bur Oak Avenue  
Markham, ON  
L6B 0T2

## Online BY APPOINTMENT

### MICROSOFT OFFICE TESTING

A testing tool for clients to assess soft skills. Clients can obtain test results and get a better understanding on their strengths as well as the skills they need to improve on.

### CAREER CRUISING

An online tool to look for job postings across Canada, explore interests, assess learning styles, learn about careers and explore educational programs.