

**FREE
SERVICES**



OCTOBER 2019

MARKHAM WORKSHOPS & EVENTS

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

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|--|---|--|--|
| <p>ASK ABOUT OUR NEW PROGRAMS Cyber Security & IT Workplace Communication</p> | | <p> Job Search Assistance Milliken Mills Library By Appointment 1:30 pm - 4:30 pm</p> | <p>Acing your Interview Aaniin Community Centre 9:00 am - 12:00 pm Job Search Assistance Aaniin Community Centre 1:00 pm - 4:30 pm</p> | |
| <p>Resume Strategies Markham Village Library 10:30 am - 12:00 pm Administrative Professional Workshop Aaniin Community Centre 3:30 pm - 5:30 pm</p> | <p>Career Cruising Online By Appointment</p> | <p>Microsoft Office Testing Online By Appointment</p> | <p> Job Search Assistance Aaniin Community Centre By Appointment 9:30 am - 4:30 pm</p> | <p> Finding a Government Job Employment Source Markham 2:30 pm - 4:30 pm</p> |
| <p>Thanksgiving Day Office Closed</p> | <p> Career Exploration Workshop - Day 1 Employment Source Markham 9:00 am - 5:00 pm</p> | <p>CEO Workshop - Day 2 Employment Source Markham 9:00 am - 5:00 pm Job Search Assistance Milliken Mills Library 1:30 pm - 4:30 pm</p> | <p> CEO Workshop - Day 3 Employment Source Markham 9:00 am - 5:00 pm</p> | <p> CEO Workshop - Day 4 Employment Source Markham 9:00 am - 5:00 pm</p> |
| <p>Social Media & LinkedIn Cornell Library 9:30 am - 11:30 am Job Search Assistance Cornell Library 1:30 pm - 4:30 pm</p> | | <p> RBC Fraud Prevention Info Session Employment Source Markham 10:30 am - 12:30 pm</p> | <p>Resume Strategies Aaniin Community Centre 9:30 am - 11:30 am Job Search Assistance Aaniin Community Centre 1:00 pm - 4:30 pm</p> |  |
| <p>Microsoft Office Testing Online By Appointment</p> | <p> Mentoring for Professional Newcomers Employment Source Markham 10:30 am - 12:00 pm</p> | <p>Career Cruising Online By Appointment</p> | | |

RESUME STRATEGIES

Resumes, Cover Letters and Online Applications

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.

ACING YOUR INTERVIEW

Get to know recruiter interview secrets.

Gain 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.

ACING YOUR EMPLOYMENT

Define your competitive edge!

With a strategic job search plan, you will leverage distinct job seeking skills that will help you to stay motivated, set SMART goals and influence success. Identify best practices 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.

FINDING A GOVERNMENT JOB

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.

SOCIAL MEDIA & LINKEDIN WORKSHOP

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! In this workshop, focus on job search via social media, and 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.

NETWORKING

Build your way to Employment.

Effective networking can help you build relationships in the right way. This workshop focuses on how to network, as well as best practices and a deeper understanding of the necessary steps towards building your own strong network. Engage in various communication strategies and activate your relationship building capabilities both online and offline.

WORKSHOP LOCATIONS

JVS Toronto Employment Source Markham

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

Aaniin Community Centre and Library

5665 14th Avenue
Markham, ON L3S 3K5

Milliken Mills Library

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

Markham Village Library

6031 York Regional Road 7
Fireside Lounge
Markham, ON L3P 3A7

Cornell Library

3201 Bur Oak Avenue
Markham, ON L6B 0T2

Online

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.