

**FREE  
SERVICES**



NOVEMBER 2019  
**MARKHAM**  
WORKSHOPS & EVENTS

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
	4	5	6	7
	 <b>Microsoft Office Testing</b> Online By Appointment	 <b>Job Search Assistance</b> Milliken Mills Library By Appointment 1:30 pm - 4:30 pm	 <b>Job Search Assistance</b> Aaniin Community Centre By Appointment 9:30 am - 4:30 pm	8  <b>United Way Brunch</b> Employment Source Markham 10:30 am - 12:30 pm
11	12	13	14	15
<b>Job Search Assistance</b> Cornell Library 9:30 am - 12:00 pm <b>Finding a Government Job</b> Cornell Library 2:00 pm - 4:00 pm	 <b>Acing your Employment</b> Employment Source Markham 2:00 pm - 4:00 pm	 <b>Bell Hiring Event</b> Employment Source Markham 2:00 pm - 4:00 pm	<b>Acing your Interview</b> Aaniin Community Centre 9:30 am - 12:00 pm <b>Job Search Assistance</b> Aaniin Community Centre 1:30 pm - 4:30 pm	<b>Microsoft Office Testing</b> Online By Appointment
18	19	20	21	22
<b>Career Cruising</b> Online By Appointment	 <b>The Brick Hiring Event</b> Employment Source Markham 10:30 am - 12:00 pm	<b>Indeed.ca Job Search Workshop</b> Employment Source Markham 1:30 pm - 3:30 pm <b>Job Search Assistance</b> Milliken Mills Library 1:30 pm - 4:30 pm	<b>TRIEC Appointments</b> Employment Source Markham 9:30 am - 12:30 pm <b>Networking Workshop</b> Aaniin Community Centre 2:00 pm - 4:00 pm	22  <b>Social Media &amp; LinkedIn</b> Employment Source Markham 2:00 pm - 3:30 pm
25	26	27	28	29
 <b>Resume Strategies</b> Cornell Library 9:30 am - 11:30 am	<b>Career Cruising</b> Online By Appointment	<b>Microsoft Office Testing</b> Online By Appointment	<b>Career Cruising</b> Online By Appointment	

## 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.