# MARKHAM WORKSHOPS & EVENTS

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
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<tbody>
<tr>
<td><strong>Career Cruising</strong>&lt;br&gt;Online&lt;br&gt;By Appointment</td>
<td><strong>Microsoft Office Testing</strong>&lt;br&gt;Online&lt;br&gt;By Appointment</td>
<td></td>
<td><strong>Interview Workshop</strong>&lt;br&gt;Aaniin Community Centre 9:30 am - 11:30 am</td>
<td><strong>Acing your Employment</strong>&lt;br&gt;Employment Source Markham 2:00 pm - 3:30 pm</td>
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<tr>
<td><strong>Career Cruising</strong>&lt;br&gt;Online&lt;br&gt;By Appointment</td>
<td><strong>Microsoft Office Testing</strong>&lt;br&gt;Online&lt;br&gt;By Appointment</td>
<td><strong>Resume Strategies</strong>&lt;br&gt;Milliken Mills Library 2:00 pm - 4:00 pm</td>
<td><em><em>Job Search Assistance</em>&lt;br&gt;Aaniin Community Centre 2:30 pm - 5:00 pm</em>*</td>
<td><strong>Call or drop in to get started!</strong></td>
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<tr>
<td><strong>Finding a Government Job</strong>&lt;br&gt;Cornell Library 10:00 am - 12:00 pm&lt;br&gt;<em><em>Job Search Assistance</em>&lt;br&gt;Cornell Library 12:00 pm - 1:30 pm</em>*</td>
<td><strong>Career Cruising</strong>&lt;br&gt;Online&lt;br&gt;By Appointment</td>
<td><strong>Microsoft Office Testing</strong>&lt;br&gt;Online&lt;br&gt;By Appointment</td>
<td><strong>Insight Hiring Event</strong>&lt;br&gt;Employment Source Markham 10:30 am - 1:00 pm</td>
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<td><strong>Microsoft Office Testing</strong>&lt;br&gt;Online&lt;br&gt;By Appointment</td>
<td><strong>Social Media &amp; LinkedIn</strong>&lt;br&gt;Employment Source Markham 2:00 pm - 3:30 pm</td>
<td><strong>Career Cruising</strong>&lt;br&gt;Online&lt;br&gt;By Appointment</td>
<td><em><em>Job Search Assistance</em>&lt;br&gt;Aaniin Community Centre&lt;br&gt;By Appointment 9:30 am - 12:30 pm</em>*</td>
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* New Clients
Services provided in English, French, Mandarin, Cantonese, Tamil, Farsi, Urdu and Hindi. For descriptions of our programs and services, visit www.jvstoronto.org/markham

### 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.

### WORKPLACE COMMUNICATION

#### 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!

### WORKSHOP LOCATIONS

**JVS Toronto Employment Source Markham**

- Aaniin Community Centre and Library
  - 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**

**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.