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**Interview Skills**  
(9:30-1:00)  
(*Pre-registration required*)

**Video Interview Practice**  
(9:30 - 1:00)  
(*Pre-registration required)  
Bathurst-Finch Hub,  
540 Finch Avenue West  
(Finch and Bathurst)

**Service Orientation**  
(10:00AM)

**Service Orientation**  
(2:00PM)

**Job Search on the Internet**  
(9:30 - 1:00)  
(*Pre-registration required and your Resume on a USB or in your Email*)

**Video Interview Practice**  
(9:30 - 1:00)  
(*Pre-registration required)  
Bathurst-Finch Hub,  
540 Finch Avenue West  
(Finch and Bathurst)

**Service Orientation**  
(10:00AM)

**Service Orientation**  
(2:00PM)

**Professional Branding:**  
How to sell yourself to employers  
(9:30-12)  
(*Pre-registration required)  
Bathurst-Finch Hub,  
540 Finch Avenue West  
(Finch and Bathurst)

**Service Orientation**  
(2:00PM)

**Service Orientation**  
(2:00PM)

**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**

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<tr>
<th>WORKSHOP</th>
<th>DESCRIPTION &amp; NOTES</th>
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<tr>
<td>Interview Skills</td>
<td>An introduction to different interview techniques used by employers. Also, a chance to begin developing your own questions and answers for interviews. <em>Pre-registration required</em></td>
<td>MAR 4th 9:30-1:00</td>
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<td>Job Search on the Internet</td>
<td>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. <em>(Please Bring your resume on a USB or in your E-mail)</em> <em>Pre-registration required</em></td>
<td>MAR 17TH 9:30-1:00</td>
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<td>Social Media &amp; LinkedIn</td>
<td>Learn how to use online social media to network for jobs and information. Develop an effective online presence. Learn how to use LinkedIn, Twitter and Facebook, as well as Google. <em>Pre-registration required</em></td>
<td>MAR 19TH 9:30-1:00</td>
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<td>Video Interview Practice</td>
<td>An opportunity to practice your interview skills and view yourself as the interviewer sees you. You will be filmed and feedback provided. &quot;Please bring your resume and a job posting. <em>Pre-registration required</em> Workshop will take place at the Bathurst-Finch Hub, 540 Finch Avenue West (Finch and Bathurst)</td>
<td>MAR 11TH 9:30-1:00</td>
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<td>Professional Branding</td>
<td>Topics include:</td>
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<td>How to sell yourself to employers-</td>
<td>- Preparing a targeted JOB SEARCH</td>
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<td>- Self-marketing tips to be competitive</td>
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<td>- Understanding the Canadian labour market and the employer. <em>Pre-registration required</em> Workshop will take place at the Bathurst-Finch Hub, 540 Finch Avenue West (Finch and Bathurst)</td>
<td>MAR 23RD 9:30-12</td>
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Please contact Sharon call **416-649-1696**, if you are not able to attend.