



COSTI EMPLOYMENT SERVICES

ONLINE WORKSHOPS AND COURSES | APRIL 2020

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--|--|---|--|---|
| | | 1 JOB SEARCH STRATEGIES 10:00 am—11:30 am TO REGISTER CLICK HERE | 2 ACE YOUR INTERVIEW 10:00 am—12:00 pm TO REGISTER CLICK HERE | 3 SITUATION TASK ACTION RESULT FOR FEDERAL INTERNSHIP FOR NEWCOMERS (FIN) PROGRAM 2:00 pm—4:00 pm TO REGISTER CLICK HERE |
| 6 WRITING A STRATEGIC RÉSUMÉ COSTI ONLINE SERVICES NETWORKS FOR YOUTH—ORIENTATION 1:00 pm—3:00 pm TO REGISTER CLICK HERE FEDERAL INTERNSHIP FOR NEWCOMERS (FIN) PROGRAM INFORMATION SESSION 2:00 pm—4:00 pm TO REGISTER CLICK HERE | 7 STRATEGIC RÉSUMÉS 10:00 am—12:00 pm TO REGISTER CLICK HERE USING LINKEDIN TO JOB SEARCH 2:00 pm—4:00 pm TO REGISTER CLICK HERE | 8 JOB SEARCH STRATEGIES 10:00 am—11:30 am TO REGISTER CLICK HERE SECOND CAREER INFORMATION SESSION 2:00 pm—4:00 pm TO REGISTER CLICK HERE | 9 ACE YOUR INTERVIEW 10:00 am—12:00 pm TO REGISTER CLICK HERE SITUATION TASK ACTION RESULT FOR FIN 2:00 pm—4:00 pm TO REGISTER CLICK HERE | 10 GOOD FRIDAY!! NO WORKSHOPS |
| 13 CUSTOMER SERVICE STARTING YOUR OWN BUSINESS COMMUNICATION IN THE WORKPLACE EMPLOYMENT STRATEGIES FOR OFFICE ADMINISTRATION COSTI ONLINE SERVICES FEDERAL INTERNSHIP FOR NEWCOMERS (FIN) PROGRAM INFORMATION SESSION 2:00 pm—4:00 pm TO REGISTER CLICK HERE | 14 STRATEGIC RÉSUMÉS 10:00 am—12:00 pm TO REGISTER CLICK HERE USING LINKEDIN TO JOB SEARCH 2:00 pm—4:00 pm TO REGISTER CLICK HERE | 15 JOB SEARCH STRATEGIES 10:00 am—11:30 am TO REGISTER CLICK HERE SECOND CAREER INFORMATION SESSION 2:00 pm—4:00 pm TO REGISTER CLICK HERE | 16 ACE YOUR INTERVIEW 10:00 am—12:00 pm TO REGISTER CLICK HERE | 17 SITUATION TASK ACTION RESULT FOR FEDERAL INTERNSHIP FOR NEWCOMERS (FIN) PROGRAM 2:00 pm—4:00 pm TO REGISTER CLICK HERE |
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| 27 | 28 STRATEGIC RÉSUMÉS 10:00 am—12:00 pm TO REGISTER CLICK HERE | 29 JOB SEARCH STRATEGIES 10:00 am—11:30 am TO REGISTER CLICK HERE | 30 ACE YOUR INTERVIEW 10:00 am—11:00 am TO REGISTER CLICK HERE | |

April Workshop/Event Descriptions

COSTI Employment Services is offering all employment workshops online in the form of webinars and meetings. To register for any of our webinars, click on the links ([HERE + Ctrl](#)) or contact us at 647.827.1425.

To access the online services workshops go to [COSTI ONLINE SERVICES](#) and create an account. You will then be directed to the courses.

STRATEGIC RÉSUMÉS: Two-hour résumé writing workshop. Join us to learn how to create resume that will get noticed by employers. **April 7, 14, 21 & 28**

ACE YOUR INTERVIEW: The Interview is key to getting a job. Discover how to handle challenging interview questions with confidence; learn how to collect, compile and present information that showcase your skills and experience; find out the common mistakes that happen in interviews and how to avoid them.

April 2, 9, 16, 23 & 30

JOB SEARCH STRATEGIES: Develop job hunting skills needed to research, find and apply for specific jobs in a related field or industry. Unsure where to look for work or what's available? Join us in learning how to prepare yourself for opportunities in this new and demanding labour market. **April 1, 8, 15, 22 & 29**

USING LINKEDIN TO JOB SEARCH: Learn how to use LinkedIn to explore career opportunities and network with like-minded people. **April 7, 14 & 21**

SECOND CAREER STRATEGY INFORMATION SESSION: The Second Career Strategy information session will help recently laid-off, unemployed workers make the transition to a new career in a high-skilled occupation that is in demand. Second Career Strategy provides financial assistance based on individual need to assist people with some of the costs associated with long-term training plans, including the cost of tuition and books.

April 8, 15 & 22

NetWORKS FOR YOUTH—ORIENTATION: If you are between 18 and 29 years old and excited about getting your career started, netWORKS is a new way for you to make connections with mentors who can help you get your career off the ground. **April 6 & 20**

FEDERAL INTERNSHIP FOR NEWCOMERS (FIN) PROGRAM INFORMATION SESSION: Federal Internship for Newcomer (FIN) Program Info session. Learn about how to gain valuable Canadian temporary work experience. **April 13 & 20**

SITUATION TASK ACTION RESULT FOR FIN PROGRAM: Once you complete the FIN Information session, make sure to join us for this webinar to learn how to use the Situation Task Action Result method for your application. **April 3, 17 & 24**

CUSTOMER SERVICE PREPARATION: In this course you will learn the skills necessary to work on a daily basis in all jobs where you work with customers in person and over the phone. Certificate of completion **April 13**

STARTING YOUR OWN BUSINESS: Starting Your Own Business is designed help you decide whether self-employment is for you and to help you develop the tools you will need to start your own business in Canada. **April 13**

COMMUNICATION IN THE WORKPLACE: This online course will help you better understand how to communicate with co-workers, managers and clients in a diverse Canadian workplace. **April 3, 13 & 24**

EMPLOYMENT STRATEGIES FOR OFFICE ADMINISTRATION: Sector- Specific Terminology, Workplace Communication and Culture Skills for Internationally Trained Professionals and individuals interested in working in the field of Office Administration. **April 13**