

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>3</b> <b>NETWORKING MEETUP</b> 9:30 am—11:00 am  <b>netWORKS ORIENTATION (Youth 18-29)</b> 9:00 am—12:00 pm  <b>PRACTICE INTERVIEW</b> (By appointment only)	<b>4</b> <b>JOB SEARCH BOOT CAMP DAY 1</b> 9:30 am—1:00 pm	<b>5</b> <b>JOB SEARCH BOOT CAMP DAY 2</b> 9:30 am—2:30 pm  <b>PRACTICE INTERVIEW</b> (By appointment only)	<b>6</b> <b>JOB SEARCH BOOT CAMP DAY 3</b> 9:30 am—2:30 pm  <b>PRACTICE INTERVIEW</b> (By appointment only)	<b>7</b> <b>STRATEGIC RÉSUMÉS</b> 9:00 am—12:00 pm  <b>RÉSUMÉ CLINIC</b> (By appointment only)
<b>10</b> <b>NETWORKING MEETUP</b> 9:30 am—11:00 am  <b>YOUR RIGHTS IN THE WORKPLACE</b> 10:00 am—12:00 pm  <b>RÉSUMÉ CLINIC</b> (By appointment only)	<b>11</b> <b>ACE YOUR INTERVIEW</b> 9:30 am—12:00 pm  <b>PRACTICE INTERVIEW</b> (By appointment only)	<b>12</b> <b>NETWORKING AND JOB SEARCH STRATEGIES</b> 1:30 pm—4:00 pm  <b>PRACTICE INTERVIEW</b> (By appointment only)	<b>13</b> <b>STRATEGIC RÉSUMÉS</b> 1:00 pm—4:00 pm  <b>PRACTICE INTERVIEW</b> (By appointment only)	<b>14</b> <b>SECOND CAREER INFORMATION SESSION</b> 9:30 am—11:30 am  <b>RÉSUMÉ CLINIC</b> (By appointment only)
<b>17</b> <b>NETWORKING MEETUP</b> 9:30 am—11:00 am  <b>RÉSUMÉ CLINIC</b> (By appointment only)	<b>18</b> <b>RÉSUMÉ WRITING BASICS</b> 9:30 am—11:30 am	<b>19</b> <b>LINKEDIN FUNDAMENTALS</b> 9:30 am—11:30 am	<b>20</b> <b>LINKEDIN JOB SEARCH</b> 9:30 am—11:30 am	<b>21</b> <b>PRACTICE INTERVIEW</b> (By appointment only)  <b>RÉSUMÉ CLINIC</b> (By appointment only)
<b>24</b> <b>RÉSUMÉ CLINIC</b> (By appointment only)	<b>25</b> <b>CENTRE CLOSED CHRISTMAS DAY</b>	<b>26</b> <b>CENTRE CLOSED BOXING DAY</b>	<b>27</b> <b>PRACTICE INTERVIEW</b> (By appointment only)	<b>28</b> <b>RÉSUMÉ CLINIC</b> (By appointment only)
<b>31</b> <b>RÉSUMÉ CLINIC</b> (By appointment only)				

### December Workshop/Event Description

**JOB SEARCH BOOT CAMP:** This is a three-day job search workshop to get you in the right frame of mind to be successful while job searching. Helpful at any stage of your job search. On the first day, we explore your career choices by completing interesting career assessments as well as “tips” to set yourself up for success. The second day, we review strategies for effective job search and coping mechanisms. Day three, we explore your personal brand, networking your way to a new job, secret building blocks of résumé and how to be successful in an interview. **A 3-day workshop from December 4 to December 6, 9:30 am to 2:30 pm**



## December Workshop/Event Descriptions

**NETWORKING MEETUP: New and exciting networking event!** Connect with like-minded professionals. This is a great opportunity to develop your networking skills. **December 3, 10 & 17, 9:30 am to 11:00 am**

**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. **December 14, 9:30 am to 11:30 am**

**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. **December 11, 9:30 am to 12:00 pm**

**STRATEGIC RÉSUMÉS: The right one will make a difference. Learn from the experts.** Learn how to write a strategically targeted résumé using accomplishment statements and keywords, identify what information employers are looking for when they review résumés and discover how to market yourself effectively by using various types of résumés. **December 7 & 13**

**RÉSUMÉ WRITING BASICS:** Learn to write a targeted résumé using résumé writing basics; utilize powerful action verbs, keywords and accomplishment statements. **December 18, 9:30 am to 11:30 am**

**NETWORKING AND JOB SEARCH STRATEGIES: 88% of jobs are not advertised!** Find out where the jobs are and how to gain access to them; discover how easy it is to network to get employed. **December 12, 1:30 pm to 4:00 pm**

**LINKEDIN FUNDAMENTALS & JOB SEARCH:** This session gives insights and practical tips about what networking is and how to tap into the power of networking in a way that everybody feels good about it. In this workshop you will learn the first steps on how to create and configure a strong LinkedIn profile and leverage this social media platform. **December 19 & 20**

**PRACTICE INTERVIEWS—BY APPOINTMENT ONLY:** Be prepared for your interviews. One-on-one 30 minute practice interview. **(ACE Your Interview Workshop must be completed in advance)**

**RÉSUMÉ CLINIC—BY APPOINTMENT ONLY:** 15 minute résumé critique, by appointment only. **(Strategic Résumé Writing or Résumé Writing Basics Workshop must be completed in advance)**

**netWORKS ORIENTATION SESSION:** Are you between 18 and 29 years old and excited about getting your career started? netWORKS is a new way to make connections with mentors who can help you get your career off the ground. **December 3, 9:00 am to 12:00 pm**

**YOUR RIGHTS IN THE WORKPLACE:** The Employment Standards Act provides the minimum standards for most employees working in Ontario. It sets out your rights and responsibilities in the workplace and we will help you understand it. Sign up now and empower yourself. **December 10, 10:00 am to 12:00 pm**

### UPCOMING SPECIAL EVENTS

**JOB SEARCH BOOT CAMP:** This is a three-day job search workshop to get you in the right frame of mind to be successful while job searching. Helpful at any stage of your job search. On the first day, we explore your career choices by completing interesting career assessments as well as “tips” to set yourself up for success. The second day, we review strategies for effective job search and coping mechanisms. Day three, we explore your personal brand, networking your way to a new job, secret building blocks of résumé and how to be successful in an interview.

**A 3-day workshop from January 16 to January 18, 2019, 9:30 am—2:30 pm**

**SMART SERVE CERTIFICATION COURSE** – Smart Serve Ontario is recognized by the Alcohol and Gaming Commission of Ontario (A.G.C.O.) as the official Responsible Server Training Program in the province of Ontario. Course Description: Module 1: Alcohol and the Law, Module 2: The Effects of Alcohol, Module 3: Maintaining a Safe and Enjoyable Atmosphere, 30-minute exam at the end. An exam mark of 80 per cent is required to pass and become certified (Certificate card will be mailed within 3-6 weeks) **January 28, 9:30 am - 4:00 pm REGISTER NOW!**



#### Available transit routes

**VIVA: 4, 20, 85, 87**

**TTC: 195 Jane Take north to Steeles Ave. Transfer to VIVA 20.**