



BRAMPTON EMPLOYMENT SERVICES

WORKSHOP & EVENTS SCHEDULE | FEBRUARY 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 STRATEGIC RÉSUMÉS 9:30 am - 12:30 pm
4 SCOTT'S DIRECTORY INFORMATION SESSION 10:00 am - 11:00 am	5	6 ACE YOUR INTERVIEW 9:30 am - 12:30 pm	7 ENHANCING ECONOMIC OPPORTUNITIES FOR OLDER UNEMPLOYED WORKERS EMPLOYMENT NETWORKING GROUP 10:00 am - 12:00 pm	8 MENTORING PARTNERSHIP 10:00 am - 12:00 pm
11 NETWORKING AND JOB SEARCH STRATEGIES 9:30 am - 10:45 am BUILDING YOUR LABOUR MARKET PROFILE 11:00 am - 12:30 pm	12 YOUTH JOB SEARCH CAREER EXPLORATION 3:30 pm - 4:30 pm	13 EMPLOYMENT ONTARIO SERVICES 9:30 am - 10:30 am SECOND CAREER STRATEGY 10:45 am - 12:30 pm	14 ENHANCING ECONOMIC OPPORTUNITIES FOR OLDER UNEMPLOYED WORKERS EMPLOYMENT NETWORKING GROUP 10:00 am - 12:00 pm	15 STRATEGIC RÉSUMÉS 9:30 am - 12:30 pm
18 OFFICE CLOSED FAMILY DAY	19	20	21 ENHANCING ECONOMIC OPPORTUNITIES FOR OLDER UNEMPLOYED WORKERS EMPLOYMENT NETWORKING GROUP 10:00 am - 12:00 pm	22 ACE YOUR INTERVIEW 9:30 am - 12:30 pm
25 NETWORKING AND JOB SEARCH STRATEGIES 9:30 am - 10:45 am BUILDING YOUR LABOUR MARKET PROFILE 11:00 am - 12:30 pm	26 YOUTH JOB SEARCH INTERVIEW PREPARATION 3:30 am - 4:30 pm	27	28 ENHANCING ECONOMIC OPPORTUNITIES FOR OLDER UNEMPLOYED WORKERS EMPLOYMENT NETWORKING GROUP 10:00 am - 12:00 pm	

February Workshop/Event Description

SCOTT'S DIRECTORY INFORMATION SESSION: The Scott's Directory is a unique resource that provides you with the information you need to access approximately 76,600 organizations and 128,100 executive contacts. It assists you with finding the right businesses that match your skills and employment needs which will make your job search efficient and effective. **February 4: 10:00 am to 11:00 am**

February Workshop/Event Descriptions

STRATEGIC RÉSUMÉS: The right one will make a difference. Learn from the experts. Learn how to write a targeted résumé using accomplishment statements and keywords; identify what information employers are looking for when they review résumés; discover how to market yourself effectively by using various types of résumés. **February 1 & 15**

SCOTT'S DIRECTORY INFORMATION SESSION: The Scott's Directory is a unique resource that provides you with the information you need to access approximately 76,600 organizations and 128,100 executive contacts. It assists you with finding the right businesses that match your skills and employment needs which will make your job search efficient and effective. **February 4: 10:00 am to 11:00 am**

ACE YOUR INTERVIEW: The Interview is key to getting a job. Discover how to handle challenging interview questions with confidence; find out the common mistakes that happen in interviews and how to avoid them. **February 6 & 22**

ENHANCING ECONOMIC OPPORTUNITIES FOR OLDER UNEMPLOYED WORKERS EMPLOYMENT NETWORKING GROUP: How to use "net giving" a networking alternative for finding your job niche and building on your strengths and experience. **February 7, 14, 21 & 28**


MENTORING PARTNERSHIP: The Interview is key to getting a job. Gain a better understanding of the Canadian workplace and industry trends; learn how to build a local professional network. **February 8**

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. **February 11 & 25**

BUILDING YOUR LABOUR MARKET PROFILE: Navigate online labour market information to research job opportunities and employer trends and wages; access useful job search websites. **February 11 & 25**

YOUTH JOB SEARCH- CAREER EXPLORATION

To increase awareness of the variety of jobs available in the labour market and to explore the skills, education and training required for a variety of jobs. **February 12**

EMPLOYMENT ONTARIO SERVICES:  This Employment Ontario Services information session will familiarize individuals with resources available to them through our Resource and Information Centre and our Employment Ontario funded programs. **February 13**

SECOND CAREER STRATEGY: 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. **February 13**

YOUTH JOB SEARCH- INTERVIEW PREPARATION

This workshop will provide youth participants with the skills required to conduct an effective job interview **February 26**

	BOVAIRD RD. W.		
MCLAUGHLIN RD.	 GILLINGHAM DR.	HURONTARIO ST.	KENNEDY RD. N.
	WILLIAMS PKWY.		
	QUEEN ST. W.		

**Available Brampton transit routes
2, 5, 502, 505**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 LIFE SUCCESS STRATEGIES 9:30 am—2:00 pm netWORKS ORIENTATION (Youth 18-29) 9:00 am—12:00 pm RÉSUMÉ CLINIC (By appointment only)
4 SOFT SKILLS SOLUTIONS TRAINING 9:00 am—2:30 pm NETWORKING MEETUP 9:30 am—11:00 am RÉSUMÉ CLINIC (By appointment only)	5 SOFT SKILLS SOLUTIONS TRAINING 9:00 am—2:30 pm STRATEGIC RÉSUMÉS 1:00 pm—4:00 pm PRACTICE INTERVIEW (By appointment only)	6 SOFT SKILLS SOLUTIONS TRAINING 9:00 am—2:30 pm NETWORKING AND JOB SEARCH STRATEGIES 1:30 pm—4:00 pm PRACTICE INTERVIEW (By appointment only)	7 SOFT SKILLS SOLUTIONS TRAINING 9:00 am—2:30 pm ACE YOUR INTERVIEW 1:30 pm—4:00 pm PRACTICE INTERVIEW (By appointment only)	8 SOFT SKILLS SOLUTIONS TRAINING 9:00 am—2:30 pm LINKEDIN 9:30 am—11:00 am SECOND CAREER INFORMATION SESSION 1:30 pm—3:30 pm RÉSUMÉ CLINIC (By appointment only)
11 NETWORKING MEETUP 9:30 am—11:00 am RÉSUMÉ WRITING BASICS 1:30 pm—3:30 pm RÉSUMÉ CLINIC (By appointment only)	12 netWORKS ORIENTATION (Youth 18-29) 9:00 am—12:00 pm STRATEGIC RÉSUMÉS 9:00 am—12:00 pm PRACTICE INTERVIEW (By appointment only)	13 JOB SEARCH BOOT CAMP DAY 1 9:30 am—2:30 pm PRACTICE INTERVIEW (By appointment only)	14 JOB SEARCH BOOT CAMP DAY 2 9:30 am—2:30 pm GUEST SPEAKER PUBLIC SPEAKING MADE EASY 1:00 pm—2:30 pm PRACTICE INTERVIEW (By appointment only)	15 JOB SEARCH BOOT CAMP DAY 3 9:30 am—2:30 pm RÉSUMÉ CLINIC (By appointment only)
18 JOB SEARCH BOOT CAMP DAY 4 9:30 am—12:00 pm NETWORKING MEETUP 9:30 am—11:00 am STRATEGIC RÉSUMÉS 1:00 pm—4:00 pm RÉSUMÉ CLINIC (By appointment only)	19 ACE YOUR INTERVIEW 9:30 am—12:00 pm PRACTICE INTERVIEW (By appointment only)	20 NETWORKING AND JOB SEARCH STRATEGIES 9:30 am—12:00 pm	21 INTRODUCTION TO ENTREPRENEURSHIP - VBEC 9:30 am—12:00 pm PRACTICE INTERVIEW (By appointment only)	22 SECOND CAREER INFORMATION SESSION 9:30 am—11:00 am LINKEDIN 1:30 pm—3:00 pm RÉSUMÉ CLINIC (By appointment only)
25 NETWORKING MEETUP 9:30 am—11:00 am RÉSUMÉ WRITING BASICS 10:00 am—12:00 pm RÉSUMÉ CLINIC (By appointment only)	26 STRATEGIC RÉSUMÉS 9:00 am—12:00 pm PRACTICE INTERVIEW (By appointment only)	27 netWORKS ORIENTATION (Youth 18-29) 9:00 am—12:00 pm PRACTICE INTERVIEW (By appointment only)	28 PRACTICE INTERVIEW (By appointment only)	

February Workshop/Event Description

JOB SEARCH BOOT CAMP: This is a four-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 explore 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 4-day workshop from February 13 to 18, 9:30 am to 2:30 pm**



January Workshop/Event Descriptions

SOFT SKILLS SOLUTIONS TRAINING: Learn about the workplace skills that are in demand! In this free 5-day training course you will learn about the skills needed for success in today's workplace: Communication, Teamwork, Personal Management, Problem Solving and Professional & Skills Development. Sessions are small, interactive and fun. Certificate issued upon successful completion.

A 5-day workshop from February 4 to 8, 9:00 am to 2:30 pm

NETWORKING MEETUP: New and exciting networking event! Connect with like-minded professionals. This is a great opportunity to develop your networking skills. **Every Monday, 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. **February 8 & 22**

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. **February 7 & 19**

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. **February 5, 12, 18 & 26**

RÉSUMÉ WRITING BASICS: Learn to write a targeted résumé using résumé writing basics; utilize powerful action verbs, keywords and accomplishment statements. **February 11 & 25**

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. **February 6 & 20**

LINKEDIN: 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. **February 8 & 22**



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)**



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. **February 1, 12 & 27**

GUEST SPEAKER—PUBLIC SPEAKING MADE EASY: In this workshop, whether you are fearful of public speaking, or just want tips to get your game to the next level, you will receive expert coaching and feedback on ways to unlock your communication potential by boosting your confidence and power, as well as strengthen your public speaking skills. **February 14, 1:00 pm to 2:30 pm**

INTRODUCTION TO ENTREPRENEURSHIP—VAUGHAN BUSINESS ENTERPRISE CENTRE (VBEC): Local connection to business resources for entrepreneurs. Whether you want to start or grow your business, the VBEC is a one-stop source for business information, resources, and guidance. Remember, VBEC not only assists those looking to start a new business, but can help every step of the way; VBEC programs and services offer continual support and guidance to local business owners. Register now! **February 21, 9:30 am to 12:00 pm**

UPCOMING SPECIAL EVENTS

VOLUNTEER OPPORTUNITIES FAIR: Volunteer Opportunities Fair is an excellent opportunity for you to learn all about the many different volunteer positions available in our community! The  Volunteer Fair is an afternoon event for volunteers to meet non-profit organizations recruiting volunteers. You'll get to find out what roles they have, ask questions about what they do, and sign up for different volunteer roles that interest you. **Register now! March 12, 10:00 am—1:00 pm.** 

MULTI-EMPLOYER JOB FAIR : Immediate and Various Full/Part Time  opportunities available in different sectors and industries. Meet your future employer, on-site interviews. **Register now! March 13, 10:00 am—1:00 pm.** 

JOB SEARCH BOOT CAMP: This is a four-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 4-day workshop from March 20 to 25, 9:30 am to 2:30 pm**



Available transit routes

VIVA: 4, 20, 85, 87

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



MISSISSAUGA EMPLOYMENT SERVICES

WORKSHOP & EVENTS SCHEDULE | FEBRUARY 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
4 RÉSUMÉ CRITIQUE (PRE-REQUISITE: DYNAMIC RÉSUMÉ WRITING WORKSHOP) 9:00 am—3:00 pm (By appointment only)	 5 MENTORING FOR NEWCOMERS INFORMATION SESSION 9:00 am—12:00 pm 	6 DYNAMIC RÉSUMÉ WRITING 9:00 am—12:30 pm	7 ACE YOUR INTERVIEW 9:00 am—12:30 pm	8 SECOND CAREER INFORMATION SESSION 9:00 am—12:00 pm
11 RÉSUMÉ CRITIQUE (PRE-REQUISITE: DYNAMIC RÉSUMÉ WRITING WORKSHOP) 9:00 am—3:00 pm (By appointment only)	12 SETTLEMENT SERVICES 9:30 am—12:00 pm (By appointment only)	13 DYNAMIC RÉSUMÉ WRITING 9:00 am—12:30 pm	14	15 POWER OF LINKEDIN AND INTERNET IN JOB SEARCH 9:00 am—12:00 pm
18 CENTRE CLOSED FAMILY DAY HOLIDAY	 19 MENTORING FOR NEWCOMERS INFORMATION SESSION 9:00 am—12:00 pm 	20 DYNAMIC RÉSUMÉ WRITING 9:00 am—12:30 pm	21 ACE YOUR INTERVIEW 9:00 am—12:30 pm	22
25 RÉSUMÉ CRITIQUE (PRE-REQUISITE: DYNAMIC RÉSUMÉ WRITING WORKSHOP) 9:00 am—3:00 pm (By appointment only)	26	27 DYNAMIC RÉSUMÉ WRITING 9:00 am—12:30 pm	28	

February Workshop/Event Description

EXPLORE THE POWER OF LINKEDIN AND INTERNET IN YOUR JOB SEARCH: Workshop on navigating through occupation specific websites, exploring internet job boards, conducting research on industry clusters and developing/enhancing your LinkedIn Profile

February Workshop/Event Descriptions


DYNAMIC RÉSUMÉ WRITING: Learn how to write a targeted résumé using résumé writing basics; utilize powerful action verbs, keywords and accomplishment statements. **The right one will make a difference.** February 6, 13, 20 and 27

ACE YOUR INTERVIEW: Discover how to handle challenging interview questions with confidence. Learn how to collect, compile and present information that showcases your skills and experience. Find out the common mistakes that happen in interviews and how to avoid them. February 7 and 21

MENTORING FOR NEWCOMERS INFORMATION SESSION: Learn about The Mentoring Partnership, a government funded program that brings together recent skilled immigrants and established professionals in occupation-specific mentoring relationships. Find out about what it takes to become a “mentee” and get the inside perspective on your career path. February 5 and 19

POWER OF LINKEDIN AND INTERNET IN JOB SEARCH: A workshop for individuals on how to target potential employers, navigate through online directories and create/enhance your professional profile on LinkedIn. February 15

SECOND CAREER INFORMATION SESSION: The Second Career 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 needs to assist people with some of the costs associated with long-term training plans. February 8

RÉSUMÉ CRITIQUE  **appointment only:** Dynamic Résumé Writing Workshop must be completed in advance. February 4, 11 and 25

SETTLEMENT SERVICES—By appointment only: Settlement Counsellor from Peel Multicultural Council is on hand to assist newcomer clients and families in adjusting to new life in Canada. Counsellor can assist with interpretation and translation of documents, applying for SIN cards and social assistance, language classes, schools, health care and Canadian Citizenship. February 12



**Available Mississauga (MiWay)
transit routes**
10, 45, 46, 64, 87



WESTON EMPLOYMENT SERVICES

WORKSHOP & EVENT SCHEDULE | FEBRUARY 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
KIK CUSTOM PRODUCTS HIRING EVENT Immediate permanent full-time day, afternoon and night shifts available! February 5: 11:00 am to 2:00 pm				1 MOCK INTERVIEW 10:00 am—11:00 am (By appointment only)
4 EMPLOYMENT ONTARIO INFORMATION SESSION 10:00 am—11:00 pm	5 KIK CUSTOM PRODUCTS HIRING EVENT 11:00 am—2:00 pm ONLINE JOB SEARCH TIPS AND TOOLS 2:00 pm—3:00 pm	6 STRATEGIC RÉSUMÉS 10:00 am—12:00 pm CAREER CRUISING 2:00 pm—3:00 pm	7 JOB SEARCH STRATEGIES 10:00 am—11:00 am RÉSUMÉ CRITIQUE 2:00 pm—3:00 pm (By appointment only)	8 MOCK INTERVIEW 10:00 am—11:00 am (By appointment only)
11 EMPLOYMENT ONTARIO INFORMATION SESSION 10:00 am—11:00 pm SECOND CAREER INFORMATION SESSION 2:00 pm—3:00 pm	12 ACE YOUR INTERVIEW 10:00 am—12:00 pm ONLINE JOB SEARCH TIPS AND TOOLS 2:00 pm—3:00 pm	13 STRATEGIC RÉSUMÉS 10:00 am—12:00 pm CAREER CRUISING 2:00 pm—3:00 pm	14 JOB SEARCH STRATEGIES 10:00 am—11:00 am RÉSUMÉ CRITIQUE 2:00 pm—3:00 pm (By appointment only)	15 MOCK INTERVIEW 10:00 am—11:00 am (By appointment only)
18 FAMILY DAY OFFICE CLOSED	19 ACE YOUR INTERVIEW 10:00 am—12:00 pm ONLINE JOB SEARCH TIPS AND TOOLS 2:00 pm—3:00 pm	20 STRATEGIC RÉSUMÉS 10:00 am—12:00 pm CAREER CRUISING 2:00 pm—3:00 pm	21 JOB SEARCH STRATEGIES 10:00 am—11:00 am RÉSUMÉ CRITIQUE 2:00 pm—3:00 pm (By appointment only)	22 MOCK INTERVIEW 10:00 am—11:00 am (By appointment only)
25 EMPLOYMENT ONTARIO INFORMATION SESSION 10:00 am—11:00 pm	26 ACE YOUR INTERVIEW 10:00 am—12:00 pm ONLINE JOB SEARCH TIPS AND TOOLS 2:00 pm—3:00 pm	27 STRATEGIC RÉSUMÉS 10:00 am—12:00 pm CAREER CRUISING 2:00 pm—3:00 pm	28 JOB SEARCH STRATEGIES 10:00 am—11:00 am RÉSUMÉ CRITIQUE 2:00 pm—3:00 pm (By appointment only)	

February Workshop/Event Descriptions

RÉSUMÉ CRITIQUE—BY APPOINTMENT ONLY: One-hour résumé critique. (Strategic Résumé Writing must be completed in advance.) **February 7, 14, 21 & 28: 2:00 pm to 3:00 pm**

February Workshop/Event Descriptions

STRATEGIC RÉSUMÉS: The right one will make a difference. Learn from the experts. Learn to write a targeted résumé using résumé writing basics; utilize powerful action verbs, keywords and accomplishment statements. **February 6, 13, 20 & 27**

MOCK INTERVIEWS—BY APPOINTMENT ONLY: Be prepared for your interviews. One-on-one one-hour practice interview. **February 1, 8, 15 & 22**

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. **February 12, 19 & 26**

JOB SEARCH WORKSHOP: Develop job hunting skills needed to research, find and apply for specific jobs in 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. **February 7, 14, 21 & 28**

CAREER CRUISING: This exciting and new online career guidance and planning system is a useful tool for people of all ages to find the right career, explore education and training options, and build their own portfolio. **February 6, 13, 20 & 27**

INFORMATION SESSION: Learn about how you could use our resources to job search and market yourself. Also learn about accessing and qualifying for the various Employment Ontario services such as Mentoring Partnership, Ontario Job Creation Partnership, Ontario Second Career, Fee Payer and Opportunities Fund for Persons with Disabilities. **February 4, 11 & 25**

ONLINE JOB SEARCH TIPS: 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. **February 5, 12, 19 & 26**

SECOND CAREER INFO 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. **February 11**

UPCOMING SPECIAL EVENT

KIK CUSTOM PRODUCTS HIRING EVENT: Permanent full-time day, afternoon and night shifts available!

February 5: 11:00 am to 2:00 pm



Available transit routes
TTC: 52, 58 and 89