



# COSTI EMPLOYMENT SERVICES

ONLINE EMPLOYMENT WEBINARS | SEPTEMBER 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		<p><b>1</b>  <b>MAXIMIZE YOUR APPLICATION SUCCESS</b>            10:00 am—11:00 am  <b>TO REGISTER CLICK <a href="#">HERE</a></b></p>	<p><b>2</b>  <b>ACE YOUR VIRTUAL INTERVIEW</b>            10:00 am—12:00 pm  <b>TO REGISTER CLICK <a href="#">HERE</a></b></p>	<p><b>3</b></p>
<p><b>6</b>  <b>LABOUR DAY OFFICE CLOSED</b></p>	<p><b>7</b>  <b>WRITING A STRATEGIC RÉSUMÉ</b>            10:00 am—12:00 pm  <b>TO REGISTER CLICK <a href="#">HERE</a></b></p> <p><b>TRIEC MENTORING PARTNERSHIP INFORMATION SESSION</b>            12:00 pm—1:00 pm  <b>TO REGISTER CLICK <a href="#">HERE</a></b></p> <p><b>INTRODUCTION TO LINKEDIN—THE BASICS</b>            2:00 pm—4:00pm  <b>TO REGISTER CLICK <a href="#">HERE</a></b></p>	<p><b>8</b>  <b>SECOND CAREER STRATEGY INFORMATION SESSION</b>            10:00 am—12:00 pm  <b>TO REGISTER CLICK <a href="#">HERE</a></b></p>	<p><b>9</b>  <b>ACE YOUR VIRTUAL INTERVIEW</b>            10:00 am—12:00 pm  <b>TO REGISTER CLICK <a href="#">HERE</a></b></p> <p><b>PLANNING FOR A SUCCESSFUL CAREER</b>            2:00 pm—3:00 pm  <b>TO REGISTER CLICK <a href="#">HERE</a></b></p>	<p><b>10</b></p>
<p><b>13</b>  <a href="#">COSTI ONLINE SERVICES COURSES</a></p> <p><b>THE BASICS OF WRITING A RESUME (1 WEEK)</b>  <b>TO REGISTER CLICK <a href="#">HERE</a></b></p> <p><b>EMPLOYMENT STRATEGIES FOR OFFICE ADMINISTRATION PROFESSIONALS (3 WEEKS)</b>  <b>TO REGISTER CLICK <a href="#">HERE</a></b></p>	<p><b>14</b>  <b>WRITING A STRATEGIC RÉSUMÉ</b>            10:00 am—12:00 pm  <b>TO REGISTER CLICK <a href="#">HERE</a></b></p> <p><b>NETWORKS INFORMATION SESSION FOR YOUTH 18-29</b>            9:30 am—12:00 pm  <b>TO REGISTER CLICK <a href="#">HERE</a></b></p> <p><b>TRIEC MENTORING PARTNERSHIP INFORMATION SESSION</b>            12:00 pm—1:00 pm  <b>TO REGISTER CLICK <a href="#">HERE</a></b></p>	<p><b>15</b>  <b>COSTI EMPLOYMENT SERVICES INFORMATION SESSION</b>            10:00 am—10:30 am  <b>TO REGISTER CLICK <a href="#">HERE</a></b></p> <p><b>NETWORKING FOR SUCCESS</b>            2:00 pm—3:00 pm  <b>TO REGISTER CLICK <a href="#">HERE</a></b></p>	<p><b>16</b>  <b>ENHANCING ECONOMIC OPPORTUNITIES</b>            9:30 am—11:30 am  <b>TO REGISTER <a href="#">CLICK</a></b></p> <p><b>ACE YOUR VIRTUAL INTERVIEW</b>            10:00 am—12:00 pm  <b>TO REGISTER CLICK <a href="#">HERE</a></b></p> <p><b>CERTIFIED FOOD HANDLING ONLINE PROGRAM</b>            10:00 am—3:00 pm  <b>TO REGISTER CLICK <a href="#">HERE</a></b></p> <p><b>NETWORKS INFORMATION SESSION FOR YOUTH 18-29</b>            11:30 am—2:00 pm  <b>TO REGISTER CLICK <a href="#">HERE</a></b></p>	<p><b>17</b></p>
<p><b>20</b>  <a href="#">COSTI ONLINE SERVICES COURSES</a></p> <p><b>CUSTOMER SERVICE PREPARATION (3 WEEKS)</b>  <b>TO REGISTER CLICK <a href="#">HERE</a></b></p> <p><b>CHARTERED PROFESSIONAL ACCOUNTANTS OF CANADA INFORMATION SESSION</b>            10:00 am—3:00 pm  <b>TO REGISTER CLICK <a href="#">HERE</a></b></p>	<p><b>21</b>  <b>WRITING A STRATEGIC RÉSUMÉ</b>            10:00 am—12:00 pm  <b>TO REGISTER CLICK <a href="#">HERE</a></b></p> <p><b>TRIEC MENTORING PARTNERSHIP INFORMATION SESSION</b>            12:00 pm—1:00 pm  <b>TO REGISTER CLICK <a href="#">HERE</a></b></p>	<p><b>22</b>  <b>COVER LETTER YES OR NO?</b>            10:00 am—11:00 am  <b>TO REGISTER CLICK <a href="#">HERE</a></b></p>	<p><b>23</b>  <b>ENHANCING ECONOMIC OPPORTUNITIES</b>            9:30 am—11:30 am  <b>TO REGISTER <a href="#">CLICK</a></b></p> <p><b>NETWORKS INFORMATION SESSION FOR YOUTH 18-29</b>            9:30 am—12:00 pm  <b>TO REGISTER CLICK <a href="#">HERE</a></b></p> <p><b>ACE YOUR VIRTUAL INTERVIEW</b>            10:00 am—12:00 pm  <b>TO REGISTER CLICK <a href="#">HERE</a></b></p> <p><b>FIRSTSERVICE RESIDENTIAL VIRTUAL JOB FAIR</b>            2:00 pm—3:30 pm  <b>TO REGISTER CLICK <a href="#">HERE</a></b></p>	<p><b>24</b></p>
<p><b>27</b></p>	<p><b>28</b>  <b>WRITING A STRATEGIC RÉSUMÉ</b>            10:00 am—12:00 pm  <b>TO REGISTER CLICK <a href="#">HERE</a></b></p> <p><b>TRIEC MENTORING PARTNERSHIP INFORMATION SESSION</b>            12:00 pm—1:00 pm  <b>TO REGISTER CLICK <a href="#">HERE</a></b></p> <p><b>NETWORKS INFORMATION SESSION FOR YOUTH 18-29</b>            1:30 pm— 4:00 pm  <b>TO REGISTER CLICK <a href="#">HERE</a></b></p>	<p><b>29</b>  <b>INFORMATIONAL INTERVIEWS</b>            10:00 am—11:00 am  <b>TO REGISTER CLICK <a href="#">HERE</a></b></p>	<p><b>30</b>  <b>ENHANCING ECONOMIC OPPORTUNITIES</b>            9:30 am—11:30 am  <b>TO REGISTER <a href="#">CLICK</a></b></p> <p><b>ACE YOUR VIRTUAL INTERVIEW</b>            10:00 am—12:00 pm  <b>TO REGISTER CLICK <a href="#">HERE</a></b></p> <p><b>NETWORKS INFORMATION SESSION FOR YOUTH 18-29</b>            11:30 am—2:00 pm  <b>TO REGISTER CLICK <a href="#">HERE</a></b></p> <p><b>PLANNING FOR A SUCCESSFUL CAREER</b>            2:00 pm—3:00 pm  <b>TO REGISTER CLICK <a href="#">HERE</a></b></p>	

## September Workshop/Event Descriptions

COSTI Employment Services is offering all employment workshops online in the form of webinars and virtual 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.

**ACE YOUR VIRTUAL INTERVIEW:** The Interview is key to getting a job. During these challenging times, how we interview has changed. Discover how to handle challenging interview questions with confidence; learn how to collect, compile and present information that showcases our skills and experience; find out the common mistakes that happen in interviews and how to avoid them.  
**September 2, 9, 16, 23 & 30**

**CERTIFIED FOOD HANDLING ONLINE PROGRAM:** The Food Handler Certification program teaches you how to safely prepare, store and serve food. Fully recognized in the province of Ontario. **September 16**

**COSTI EMPLOYMENT SERVICES INFORMATION SESSION:** Learn about our services and how we can help you with job search and to market yourself during this challenging time. Learn about programs we offer that can help you to prepare for employment.  
**September 15**

**COVER LETTER: YES OR NO?:** You are sending out resumes, but not sure if you should include a cover or not. If you do, what do you say? Join us for the answer to this question. **September 22**

**CUSTOMER SERVICE PREPARATION (3 WEEKS):** 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. **September 20**

**CHARTERED PROFESSIONAL ACCOUNTANTS OF CANADA INFORMATION SESSION:** Thinking of becoming a Chartered Professional Accountant (CPA)? Find out everything you need to know on the benefits of becoming a CPA and the many paths you can take.  
**September 20**

**ENHANCING ECONOMIC OPPORTUNITIES:** Job Search Strategies for 50+ Workers provides practical tips and fresh perspectives specific to the mature job seeker and expectations related to today's workplace. **September 16, 23 & 30**

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

**FIRSTSERVICE RESIDENTIAL VIRTUAL JOB FAIR:** FirstService Residential, the leading residential property management company in North America is hiring for immediate positions across the GTA! Positions available are Heavy-duty Cleaners, Experienced Security Guard Concierge, Light-duty Cleaners, and Superintendent. Contact us to schedule your interview. **September 23**

**INFORMATIONAL INTERVIEWS:** An effective job search strategy includes conducting information interviews. Learn about information interviews and steps of information interviewing. **September 29**

**MAXIMIZE YOUR APPLICATION SUCCESS:** Meet with Human Resources professional specialized in Talent Acquisition, Nish Balachandran, the founder of AME Career Management Group Inc., where he advises clients on navigating the Canadian Labour Market to find their next position. He will share with you the knowledge and insights of the Canadian Labour Market, and talk about how to maximize your application to succeed in the Toronto labour market and get noticed. **September 1**

**netWORKS INFORMATION SESSION:** 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.  
**September 14, 16, 23, 28 & 30**

**NETWORKING FOR SUCCESS:** Networking is an effective way to make connections with people in your field. In this workshop you will learn about the hidden job market and why networking is important, the art of networking and finding the right people to network with. **September 15**

**PLANNING FOR A SUCCESSFUL CAREER:** Participate in a webinar that will help you make informed decisions about your career path. Find out where you are now and where you want to be. **September 9 & 30**

**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. **September 8**

**TRIEC MENTORING PARTNERSHIP INFORMATION SESSION:** Reconnect with your profession in Canada! TRIEC Mentoring Partnership helps immigrant professionals reconnect with their careers with the help of a mentor who works in their field in Canada. Learn how to maximize mentoring opportunities in your professional field and become more successful together. **September 7, 14, 21 & 28**

**THE BASICS OF WRITING A RÉSUMÉ (1-WEEK COURSE):** You will have the opportunity to think about your résumé and work through the steps to help you start the résumé writing process. An e-facilitator will be available to answer any questions you may have and give you a final critique. **September 13**

**WRITING A STRATEGIC RÉSUMÉ:** Two-hour résumé writing webinar. Join us to learn how to create résumé that will get noticed by employers. **September 7, 14, 21 & 28**

**PRE-RECORDED WEBINARS:** Click on the name to register and view the webinar

**COSTI EMPLOYMENT SERVICES INFORMATION SESSION:** Learn about our services and how we can help you with job search and to market yourself during this challenging time. Learn about programs we offer that can help you to prepare for employment.

**COVER LETTER: YES OR NO?:** You are sending out resumes, but not sure if you should include a cover or not? If you do, what do you say. Join us for the answer to this question.

**FROM STRESS TO SUCCESS:** In this workshop, we will identify the triggers of stress and provide techniques to overcome those feelings. We will also look at goal setting and prioritizing to help manage life's demands.

**JOB SEARCH STRATEGIES:** Develop job hunting skills needed to research, find and apply for specific jobs in a related field or industry.

**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.