



COSTI EMPLOYMENT SERVICES

ONLINE WORKSHOPS AND COURSES | MAY 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>4 CUSTOMER SERVICE PREPARATION COSTI ONLINE SERVICES</p> <p>TRIEC MENTORING PARTNERSHIP INFORMATION SESSION 10:00 am—11:00 am TO REGISTER CLICK HERE</p>	<p>5 WRITING A STRATEGIC RÉSUMÉ 10:00 am—12:00 pm TO REGISTER CLICK HERE</p> <p>USING LINKEDIN TO JOB SEARCH 2:00 pm—4:00 pm TO REGISTER CLICK HERE</p>	<p>6 JOB SEARCH STRATEGIES 10:00 am—11:30 am TO REGISTER CLICK HERE</p> <p>SECOND CAREER STRATEGY INFORMATION SESSION 2:00 pm—4:00 pm TO REGISTER CLICK HERE</p>	<p>7 ACE YOUR INTERVIEW 10:00 am—12:00 pm TO REGISTER CLICK HERE</p> <p>COSTI EMPLOYMENT SERVICES INFORMATION SESSION 2:00 pm—4:00 pm TO REGISTER CLICK HERE</p>	8
<p>11 THE BASICS OF WRITING A RÉSUMÉ STARTING YOUR OWN BUSINESS COSTI ONLINE SERVICES</p> <p>NETWORKS FOR YOUTH—ORIENTATION 1:00 pm—3:00 pm TO REGISTER CLICK HERE</p>	<p>12 WRITING A STRATEGIC RÉSUMÉ 10:00 am—12:00 pm TO REGISTER CLICK HERE</p> <p>USING LINKEDIN TO JOB SEARCH 2:00 pm—4:00 pm TO REGISTER CLICK HERE</p>	<p>13 JOB SEARCH STRATEGIES 10:00 am—11:30 am TO REGISTER CLICK HERE</p> <p>SECOND CAREER STRATEGY INFORMATION SESSION 2:00 pm—4:00 pm TO REGISTER CLICK HERE</p>	<p>14 ACE YOUR INTERVIEW 10:00 am—12:00 pm TO REGISTER CLICK HERE</p> <p>COSTI EMPLOYMENT SERVICES INFORMATION SESSION 2:00 pm—4:00 pm TO REGISTER CLICK HERE</p>	15
<p>18 VICTORIA DAY OFFICE CLOSED</p>	<p>19 WRITING A STRATEGIC RÉSUMÉ 10:00 am—12:00 pm TO REGISTER CLICK HERE</p> <p>USING LINKEDIN TO JOB SEARCH 2:00 pm—4:00 pm TO REGISTER CLICK HERE</p> <p>EMPLOYMENT STRATEGIES FOR OFFICE ADMINISTRATION PROFESSIONALS COSTI ONLINE SERVICES</p>	<p>20 JOB SEARCH STRATEGIES 10:00 am—11:30 am TO REGISTER CLICK HERE</p> <p>SECOND CAREER STRATEGY INFORMATION SESSION 2:00 pm—4:00 pm TO REGISTER CLICK HERE</p>	<p>21 ACE YOUR INTERVIEW 10:00 am—12:00 pm TO REGISTER CLICK HERE</p> <p>COSTI EMPLOYMENT SERVICES INFORMATION SESSION 2:00 pm—4:00 pm TO REGISTER CLICK HERE</p>	22
<p>25 NETWORKS FOR YOUTH—ORIENTATION 1:00 pm—3:00 pm TO REGISTER CLICK HERE</p>	<p>26 WRITING A STRATEGIC RÉSUMÉ 10:00 am—12:00 pm TO REGISTER CLICK HERE</p> <p>USING LINKEDIN TO JOB SEARCH 2:00 pm—4:00 pm TO REGISTER CLICK HERE</p>	<p>27 JOB SEARCH STRATEGIES 10:00 am—11:30 am TO REGISTER CLICK HERE</p> <p>SECOND CAREER STRATEGY INFORMATION SESSION 2:00 pm—4:00 pm TO REGISTER CLICK HERE</p>	<p>28 ACE YOUR INTERVIEW 10:00 am—11:00 am TO REGISTER CLICK HERE</p> <p>COSTI EMPLOYMENT SERVICES INFORMATION SESSION 2:00 pm—4:00 pm TO REGISTER CLICK HERE</p>	<p>29 YOUTH JOB CONNECTION INFORMATION SESSION 1:00pm—3:00 pm TO REGISTER CLICK EMAIL</p>

May 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.

WRITING A STRATEGIC RÉSUMÉ: Two-hour résumé writing workshop. Join us to learn how to create résumé that will get noticed by employers. **May 5, 12, 19 & 26**

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. **May 7, 14, 21 & 28**

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. **May 6, 13, 20 & 27**

USING LINKEDIN TO JOB SEARCH: Learn how to use LinkedIn to explore career opportunities and network with like-minded people. **May 5, 12, 19 & 26**

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. **May 6, 13, 20 & 27**

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. **May 11 & 25**

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. **May 4**

YOUTH JOB CONNECTION INFORMATION SESSION (YJC): This program serves youth aged 15-29 years of age and that are out of school and out of work. **May 29**

YOUTH JOB CONNECTION—SUMMER (YJC-S): This program targets youth aged 15-18 years of age that are still attending school. These are paid work search & job placement programs that assist youth experiencing multiple barriers to employment. **May 29**

CUSTOMER SERVICE PREPARATION: In this course you will learn basic skills needed to work in all types of jobs; whether you work with customers in person or over the telephone. Certificate upon completion. **May 4**

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. **May 11**

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. **May 19**

THE BASICS OF WRITING A RÉSUMÉ: 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. **May 11**

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 and see if you qualify. **May 7, 14, 21, 28**