



# December 2017 Calendar

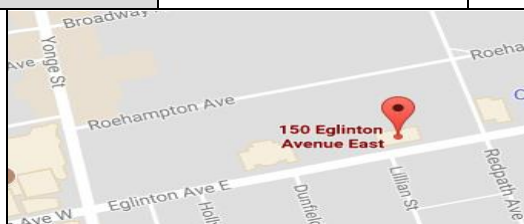
## TORONTO COMMUNITY EMPLOYMENT SERVICES

Service Location: 150 Eglinton Ave E, Suite 807, Toronto, Ontario, M4P 1E8  
 Telephone: (416)-488-0084 ext. 201 | Email: [service@tces.on.ca](mailto:service@tces.on.ca)  
[www.toronto-jobs.org](http://www.toronto-jobs.org)

Twitter: [@tces1](https://twitter.com/tces1)  
 Facebook: [@tces1](https://www.facebook.com/tces1)  
 LinkedIn:  
<https://www.linkedin.com/company/toronto-community-employment-services>

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 <b>One-on-One Coaching</b> By Appointment Only (9:00 – 3:00 pm)
4 <b>Second Career &amp; Employment Services Session</b> (9:30 – 11:00 am)	5 <b>Find Work</b> (9 am – 12 pm) <b>Second Career &amp; Employment Services Session</b> (9:30 am – 11 am)	6 <b>Second Career &amp; Employment Services Session</b> (9:30 – 11 am) <b>Career Management Session</b> (9 – 11 am pre-register) <b>Youth Job Link</b> (3:30 pm – 5:30 pm)	7 <b>Find Work</b> (9 am – 12 pm) <b>Second Career &amp; Employment Services Session</b> (9:30 – 11:00 am)	8 <b>One-on-One Coaching</b> By Appointment Only (9:00 – 3:00 pm)
11 <b>Second Career &amp; Employment Services Session</b> (9:30 – 11:00 am)	12 <b>Find Work</b> (9 am – 12 pm) <b>Second Career &amp; Employment Services Session</b> (9:30 am – 11 am)	13 <b>Second Career &amp; Employment Services Session</b> (9:30 – 11 am) <b>Career Management Session</b> (9 – 11 am pre-register) <b>Youth Job Link</b> (3:30 pm – 5:30 pm)	14 <b>Find Work</b> (9 am – 12 pm) <b>Second Career &amp; Employment Services Session</b> (9:30 – 11:00 am)	15 <b>One-on-One Coaching</b> By Appointment Only (9:00 – 3:00 pm)
18 <b>Second Career &amp; Employment Services Session</b> (9:30 – 11:00 am)	19 <b>Find Work</b> (9 am – 12 pm) <b>Second Career &amp; Employment Services Session</b> (9:30 am – 11 am)	20 <b>Second Career &amp; Employment Services Session</b> (9:30 – 11 am) <b>Career Management Session</b> (9 – 11 am pre-register) <b>Youth Job Link</b> (3:30 pm – 5:30 pm)	21 <b>Find Work</b> (9 am – 12 pm) <b>Second Career &amp; Employment Services Session</b> (9:30 – 11:00 am)	22
25 <b>Christmas Day</b> (Office Closed) 	26 <b>Boxing Day</b> (Office Closed) 	27 <b>Career Management Session</b> (9 – 11 am pre-register)	28 <b>Career Management Session</b> (9 – 11 am pre-register)	29 <b>Career Management Session</b> (9 – 11 am pre-register)

**Hours of Operation**  
 Monday – Friday  
 8:30 am – 4:30 pm  
 Wednesday 8:30 am – 6:00pm



This Employment Ontario Service is funded in part by the Government of Canada



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## Employment Ontario & Second Career (pre-register)

**Employment Ontario** information sessions will review programs and services available to job seekers. Job seekers will work with Employment Specialists and Job Coach on specific pre-employment needs such as Job Finding Workshops; resume writing, interview preparation, online applications and referrals to training programs to assist job seekers in their employment goals.

**Second Career** information sessions will review job seekers eligibility and suitability for funding. This session includes information on training programs from community or private career colleges and the next step in applying for the Second Career program.

## Find Work Workshops (pre-register to reserve your spot)

### Resume Skills (9:00 am – 11:00 am)

- What information to include for an effective resume (skills, strengths, education, experiences...etc.)
- What format would work best for you (chronological, functional, combination)
- How to tailor your resume effectively
- What information must be included in your cover letter, follow up methods including thank you letter

### Interview Skills (9:00 am – 11:00 am)

- Learn about the interview process (before, during and after)
- Interview practice for different types of questions
- Understanding how to prepare for an interview including questions, attire, references and the confidence to be successful

### Social Media, Networking Skills-Online (9:00 am – 11:00 am)

- Learn about LinkedIn and professional profiling techniques
- Learn about networking and social media
- Self-promotion
- Help with online applications
- You will get an opportunity to practice

### Career Cruising & Job Opportunities in Canada (9:00 am – 11:00 am)

- A tool used to explore career interests, determine your learning style, research careers, education programs and browsed through job postings
- Current and future jobs
- Industry demands
- Essential skills to labour market
- Learning styles and strengths assessment

## By Appointment Only

### Resume Critique

- In a one-on-one environment, delivered in-person to help tailor your resume

**EMPLOYMENT  
ONTARIO**  
Your job is out there. We'll help you find it.

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