








December 2018 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
 Website: www.toronto-jobs.org

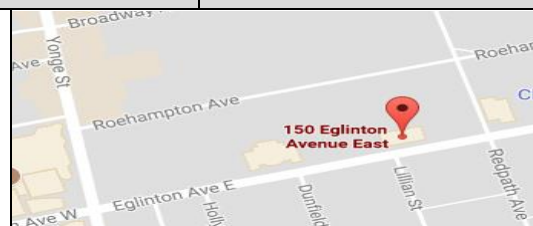
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<https://www.linkedin.com/company/toronto-community-employment-services>

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--|---|---|--|--|
| 3 Employment Services Information Session (1:00 pm – 2:00 pm) | 4 Job Search Session (9:30 am – 1:00 pm pre-register) Employment Services Information Session (1:00 pm – 2:00 pm) | 5 Career Exploration (10:30 am – 12:30 pm pre-register) Employment Services & Second Career Information Session (1:00 pm – 2:00 pm) LinkedIn Lab (3:30 pm – 5:00 pm pre-register) | 6 Resume Clinic (11:00 am – 1:00 pm pre-register) Employment Services Information Session (1:00 pm – 2:00 pm) YJL Job Search Session (3:30 pm – 4:30 pm) | 7 One-on-One Coaching By Appointment Only (9:00 am – 3:00 pm) |
| 10 Employment Services Information Session (1:00 pm – 2:00 pm) | 11 Employment Services Information Session (1:00 pm – 2:00 pm) | 12 Employment Services & Second Career Information Session (1:00 pm – 2:00 pm) | 13 Employment Services Information Session (1:00 pm – 2:00 pm) | 14 One-on-One Coaching By Appointment Only (9:00 am – 3:00 pm) |
| 17 Employment Services Information Session (1:00 pm – 2:00 pm) | 18 Job Search Session (9:30 am – 1:00 pm pre-register) Employment Services Information Session (1:00 pm – 2:00 pm) | 19 Career Exploration (10:30 am – 12:30 pm pre-register) Employment Services & Second Career Information Session (1:00 pm – 2:00 pm) LinkedIn Lab (3:30 pm – 5:00 pm pre-register) | 20 Resume Clinic (11:00 am – 1:00 pm pre-register) Employment Services Information Session (1:00 pm – 2:00 pm) YJL Job Search Session (3:30 pm – 4:30 pm) | 21 One-on-One Coaching By Appointment Only (9:00 am – 3:00 pm) |
| 24 Christmas Eve (Office Hours 9:00 am – 12:00 pm) Resources and Information  | 25 Christmas Day (Office Closed)   | 26 Boxing Day (Office Closed)  | 27 Resources and Information (9:00 am – 5:00 pm) | 28 Resources and Information (9:00 am – 5:00 pm) |
| 31 New Year's Eve (Office Hours 9:00 am – 12:00 pm) Resources and Information Only  | | | | |

Hours of Operation

Monday – Friday -9:00 am – 5:00 pm
 Wednesday 9:00 am – 6:30 pm



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



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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.

Job Search Session 9:00 am – 1:00 pm (pre-register to reserve your spot)

All in one Job Search from resume format, cover letter, interview preparation, etc)

- What information to include for an effective resume (skills, strengths, education, experiences...etc.)
- What information must be included in your cover letter, follow up methods including thank you letter
- 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

Linked In Lab – 3:30 pm – 4:30 pm (pre-register to reserve your spot)

Social Media, Networking Skills-Online

- Learn about LinkedIn and professional profiling techniques
- Learn about networking and social media

Career Exploration Workshop – 10:30 am – 12:30 pm (pre-register to reserve your spot)

Career Cruising & Job Opportunities that are in demand in Canada

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

Resume Clinic – 11:00 am – 1:00 pm (pre-register to reserve your spot)

Resume Critique and Review

- What format would work best for you (chronological, functional, combination)
- Delivered in-person to help tailor your resume
- Learn tips and techniques to make your resume grab employer's attention

