



# July 2021 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)  
 Website: [www.toronto-jobs.org](http://www.toronto-jobs.org)

Twitter: [@tces1](https://twitter.com/tces1)  
 Facebook: [@tces1](https://www.facebook.com/tces1)  
 Instagram: [@tces1](https://www.instagram.com/tces1)  
 LinkedIn:

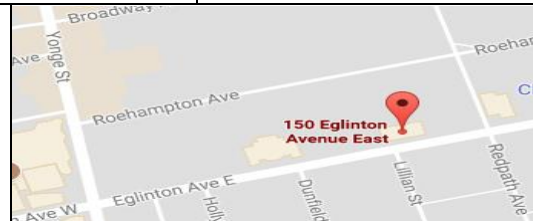
<https://www.linkedin.com/company/toronto-community-employment-services>

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1 <b>Canada Day</b> (Office is Closed)	2 <b>Employment Services Telephone/Online Assessment</b> (By Appointment Only)
5 <b>Employment Services Telephone/Online Assessment</b> (By Appointment Only)	6 <b>Employment Services Telephone/Online Assessment</b> (By Appointment Only)	7 <b>Second Career Information Session</b> (2:00 pm – 3:30 pm) <b>Return to Work Online Workshop</b> (2:00 pm – 3:00 pm)	8 <b>Employment Services Telephone/Online Assessment</b> (By Appointment Only)	9 <b>Resume Techniques Online Workshop</b> (3:00 pm – 5:00 pm) <b>Employment Services Telephone/Online Assessment</b> (By Appointment Only)
12 <b>Employment Services Telephone/Online Assessment</b> (By Appointment Only)	13 <b>Interview Techniques Online Workshop</b> (10:30 am – 12:00 pm) <b>Employment Services Telephone/Online Assessment</b> (By Appointment Only)	14 <b>Career Exploration Online Workshop</b> (4:00 pm – 5:00 pm) <b>Employment Services Telephone/Online Assessment</b> (By Appointment Only)	15 <b>Employment Services Telephone/Online Assessment</b> (By Appointment Only)	16 <b>Employment Services Telephone/Online Assessment</b> (By Appointment Only)
19 <b>Job Search Online Workshop</b> (3:00 pm – 4:30 pm) <b>Employment Services Telephone/Online Assessment</b> (By Appointment Only)	20 <b>Employment Services Telephone/Online Assessment</b> (By Appointment Only)	21 <b>Second Career Information Session</b> (2:00 pm – 3:30 pm) <b>Employment Services Telephone/Online Assessment</b> (By Appointment Only)	22 <b>Employment Services Telephone/Online Assessment</b> (By Appointment Only)	23 <b>Resume Critique Online Workshop</b> (1:30 pm – 2:30 pm) <b>Employment Services Telephone/Online Assessment</b> (By Appointment Only)
26 <b>Employment Services Telephone/Online Assessment</b> (By Appointment Only)	27 <b>Employment Services Telephone/Online Assessment</b> (By Appointment Only)	28 <b>Employment Services Telephone/Online Assessment</b> (By Appointment Only)	29 <b>Employment Services Telephone/Online Assessment</b> (By Appointment Only)	30 <b>Employment Services Telephone/Online Assessment</b> (By Appointment Only)

**Online Services Only Due to COVID19**

**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 on specific pre-employment needs such as workshops on: resume writing, interview preparation, LinkedIn and referrals to other training programs that assist job seekers in their employment goals.

## **Career Exploration Workshop - 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

## **Interview Techniques - pre-register to reserve your spot**

- Beginner's guide to interviews; covering topics such as your role in interviews, types of interviews and how to present yourself during the interviews.
- By the end of the workshop, you will be able to have a base level understanding on interview FAQs and build strategies to answer these questions.

## **Job Search Workshop - pre-register to reserve your spot**

An all-inclusive workshop that talks about where people are getting jobs, how to market yourself and how to take on the Applicant Tracking Software

- What information must be included in your cover letter, follow up methods including thank you letter
- Understanding how to prepare for an interview including questions, attire, references, and the confidence to be successful

## **Mastering Online Interviews – pre-register to reserve your spot**

- How to prepare for, attend and ace your online job fairs
- Do's and Don'ts of online interactions with recruiters and how to excel at online interviews

## **Networking – pre-register to reserve your spot**

- Networking and social media; how to best use social media to optimize job search
- How to build your personal brand using social media

## **Resume Critique – pre-register to reserve your spot**

- Critique and review of your resume with the facilitator
- Sampling, editing, and tailoring your current resume to a specific job or industry

## **Resume Techniques - pre-register to reserve your spot**

- How to build your resume from scratch and what to include in your resume
- Resume formats that works best for you (chronological, functional, combination)
- Do's and Don'ts to writing a resume for the Canadian job market and best practices to writing an effective and targeted resume.

## **Return to work – pre-register to reserve your spot**

A workshop to help address and understand employment gaps.

- How to answer questions about employment gaps in an interview
- Employment Standards and protection for employees.