



September 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
 Website: www.toronto-jobs.org

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

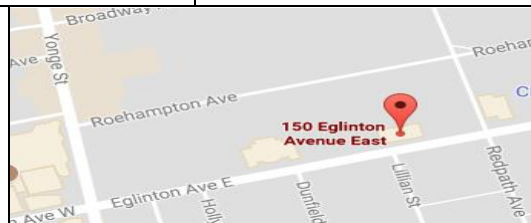
<https://www.linkedin.com/company/toronto-community-employment-services>

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 Second Career Information Session (2:00 pm – 3:30 pm) Employment Services Telephone/Online Assessment (By Appointment Only)	2 Employment Services Telephone/Online Assessment (By Appointment Only)	3 Employment Services Telephone/Online Assessment (By Appointment Only)
6 Labour Day (Office Closed)	7 Employment Services Telephone/Online Assessment (By Appointment Only)	8 Employment Services Telephone/Online Assessment (By Appointment Only)	9 Employment Services Telephone/Online Assessment (By Appointment Only)	10 Employment Services Telephone/Online Assessment (By Appointment Only)
13 Employment Services Telephone/Online Assessment (By Appointment Only)	14 Interview Techniques Online Workshop (10:30 am – 12:00 pm) Second Career Information Session (2:00 pm – 3:30 pm) Employment Services Telephone/Online Assessment (By Appointment Only)	15 Career Exploration Online Workshop (4:00 pm – 5:00 pm) Employment Services Telephone/Online Assessment (By Appointment Only)	16 Resume Critique Online Workshop (4:00 pm – 5:00 pm) Employment Services Telephone/Online Assessment (By Appointment Only)	17 Employment Services Telephone/Online Assessment (By Appointment Only)
20 Job Search Online Workshop (3:00 pm – 4:30 pm) Employment Services Telephone/Online Assessment (By Appointment Only)	21 Resume Critique Online Workshop (10:30 am – 11:30 am)	22 Employment Services Telephone/Online Assessment (By Appointment Only)	23 Mock Interview Online Workshop (10:30 am – 11:30 am)	24 Resume Critique Online Workshop (1:30 pm – 2:30 pm) Employment Services Telephone/Online Assessment (By Appointment Only)
27 Employment Services Telephone/Online Assessment (By Appointment Only)	28 Employment Services Telephone/Online Assessment (By Appointment Only) Mennonite HOPES Pre-Employment (3:00-5:00pm)	29 Second Career Information Session (2:00 pm – 3:30 pm) Employment Services Telephone/Online Assessment (By Appointment Only)	30 National Day for Truth and Reconciliation (Closed)	

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



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

www.toronto-jobs.org

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.