



**416-491-5050**  
**EXT 44600**  
 CALL FOR INFORMATION

**Hours of Operation**

Monday – Friday  
 8:30am – 4:30pm  
 Thursdays until 8:00pm

**Employment Services  
 Vaughan**

1490 Major Mackenzie  
 Drive, West Unit D5  
 Vaughan, ON L6A 4H6





**Job Search  
 Related Resources**

- ✓ Job Postings
- ✓ Computers for Resume Writing & Job Search
- ✓ Community Info
- ✓ Printer/Photocopier
- ✓ Fax Machine
- ✓ Phones

**NOTE** \* You need to register with our centre to attend workshops

**FREE PARKING**



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
NORCAT Health & Safety Training Ask your Employment Consultant for more information		We have <b>Best Canadian Resources</b> Ask R&I for assistance	Check Out Our Job Board for Companies Hiring	
5  <i>Happy Labour Day</i> CENTRE CLOSED	6 Interview Skills 12:30pm – 3:00pm	7 Cover Letter/ Resume Writing 9:15am - 11:45am	8 Breakthrough Job Search 9:15am - 11:45am	9 Labour Market Information: NOC CODES <a href="http://www.esdc.gc.ca">www.esdc.gc.ca</a>
12 Cover Letter/ Resume Writing 12:30pm - 3:00pm	13 Networking FX 12:30pm - 3:00pm	14 Resume Feedback Ask R&I for assistance	15 LinkedIn critique Ask R&I for assistance	16  *Fee 9:00am – 12:00pm
19  Budgeting 101 2:00pm - 3:00pm	20 Interview Skills 1:00pm – 3:30pm	21 22 Career Exploration & Assessment 9:00am - 3:00pm		23  Follow us @Workforce-Ready
26 Breakthrough Job Search 12:30pm - 3:00pm	27 Mythbusting: Changing Perceptions For Workers 40+ 12:30pm – 3:00pm	28 Cover Letter/ Resume Writing 9:15am - 11:45am	29 30 Looking ahead next month... Career Assessment October 26 & 27	

## Seneca Workshop Information - Vaughan

### Academic Upgrading (AU)

- Assessment is available at no cost for GED and/or College entrance - See an Employment Consultant for details.

### Breakthrough Job Search

- Update your present job search practices relating to resumes, cover letters and interview processes.

### Career Exploration & Assessment

- Are you undecided about training, at a career crossroads or just not sure where your skills could take you next in your career path?
- Attend a two day “hands on” workshop.
- Must be referred by your Employment Consultant.

### Cover Letter

- Learn to craft an effective cover letter that demonstrates your interest and fit for a position/company, and one that results in the employer wanting to learn more about you.

### Guest Speakers, Information Sessions and Job Fairs

- See Calendar for additional information and sign up with Customer Service Team at front desk.

### Interview Skills

- Learn how to prepare for interview success.
- Find out how to deal with routine and difficult interview questions and demonstrate your skill set.
- Know what to expect at interviews and present yourself with increased self-confidence and a positive approach.

[www.workforceready.ca](http://www.workforceready.ca) Call 416-491-5050 EXT 44600

### Myth busting: Changing Perceptions for Workers 40+

- Specifically designed workshop for participants aged 40+ to look at issues facing experienced workers.
- Opportunity to work through job loss and job change.
- Create strategies to succeed with today’s workplace realities.

### Networking FX: Be Successful

- Learn to apply ‘mind mapping’ to career planning and job hunting.
- Assess your networking skills and develop your own networking survival kit.

### Resume Feedback or Mock Interview

- Sign-up for an appointment to: practice your interview (Mock Interview) or review your resume to enhance your marketability and interview skills.
- Resume Feedback available for clients who attend the Resume Writing Workshop.
- Mock Interview available for clients who attend the Interview Workshop.

### Resume Writing

- Develop an effective targeted resume that will stand out to employers and market your qualifications effectively.
- Enhance your resume with accomplishment statements.
- Identify a style that will work for you.
- Get the inside edge on what employers want to see.

### Smart Serve

- Responsible alcohol beverage service training program. \*FEE

### TEST OF WORKPLACE ESSENTIAL SKILLS (TOWES)

- TOWES measures your essential skills in reading, document use and numeracy needed to be successful on the job. Ask your Employment Consultant for more information.

**PARTICIPANTS ARRIVING LATE WILL NOT BE ADMITTED TO WORKSHOPS**