



Neighbourhood Link

Support Services

Independence, Dignity and Community







3036 Danforth Avenue, Toronto, Ontario M4C 1N2

Telephone: 416-691-7407

General Fax: 416-691-8466

Employment Services Fax: 416-698-6453

DECEMBER 2008 RESOURCE CENTRE SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Formatting Document – MS Word 9:30-11:30 am Basic Internet 5:00 - 7:30 pm	2 101 Applying for Jobs On-line 9:30 - 11:00 am Interviewing 101 9:30 am - 2:00 pm	3 101 Applying for Jobs On-line 9:30 - 11:00 am Resume Workshop 10:00 am - 1:30 pm	4 AgeWorks Orientation 9:30 am - 12:00 pm Business Cards That Get You Noticed  5:00 pm – 7:30 pm	5 Newcomers Program Orientation 9:30 am - 12:00 pm Job Finding Club Orientation 9:30 am - 12:00 pm	6 Job Search Assistance
8 Professional Portfolio – PowerPoint 9:30 - 11:30 am Basic Computer/ Microsoft Word 5:00 - 7:30 pm	9 101 Applying for Jobs On-line 9:30 - 11:00 am How to Access the Hidden Job Market 10:00 am – 12:00 pm	10 101 Applying for Jobs On-line 9:30 - 11:00 am Interview Workshop 10:00 am - 1:30 pm	11 Tracking Employer Contacts – Excel 9:30 - 11:30 am E-Mail Workshop 5:00 - 6:00 pm E-Resume Workshop 6:00 - 7:30 pm	12 Newcomers Program Orientation 9:30 am - 12:00 pm Job Finding Club Orientation 9:30 am - 12:00 pm	13 Intermediate Word 9:30 am – 12:00 pm
15 Intermediate Excel 9:30 - 11:30 am Basic Internet 5:00 - 7:30 pm	16 101 Applying for Jobs On-line 9:30 - 11:00 am Dialing for Jobs – DVD 2:00 - 4:00 pm	17 101 Applying for Jobs On-line 9:30 - 11:00 am Legal Aid 9:30 am – 12:00 pm Resume Workshop 10:00 am - 1:30 pm	18 AgeWorks Orientation 9:30 am - 12:00 pm Professional Portfolio – PowerPoint 5:00 - 7:00 pm	19 Newcomers Program Orientation 9:30 am - 12:00 pm Job Finding Club Orientation 9:30 am - 12:00 pm	20 Job Search Assistance
22 Tracking Employer Contacts – Excel 9:30 - 11:30 am Basic Computer/ Microsoft Word 5:00 - 7:30 pm	23 CLIENT APPRECIATION DAY (coffee, tea, dessert) 9:30 am – 3:00 pm	24 101 Applying for Jobs On-line 9:30 - 11:00 am	25 CLOSED 	26 CLOSED 	27 CLOSED 
29 CLOSED 	30 CLOSED 	31 CLOSED WE WILL BE OPEN ON MONDAY, JANUARY 5, 2009	Hours of Operation Mon, Thu 12:30-7:30 Tue, Wed 9:30-4:30 Fri 9:30-1:00 Sat 9:30-2:30	One-on-One Resume Tune-up (see schedule) Please sign-up in person at reception	Job Search Videos Office Proficiency Testing Typing Tutorials For more information see ERC Helpdesk



Please register in person, anytime during business hours. (Revised November 14, 2008) For more information, please call (416) 691-7407

Employment Ontario Programs are funded in part by the Government of Canada



Description of Workshops

Resume Workshop	Cover Letter Workshop
Learn to prepare resumes that get noticed: Purpose and styles of a resume, suggested formatting, profile and accomplishment statements.	Purpose of a Cover Letter, suggested formatting, parts of a cover letter and how to target your cover letter.
Interviewing Workshop	Interviewing 101
Learn how to prepare for the interview: types of interviews, how to prepare and answer difficult questions during the interviewing process, questions to ask the interviewer.	Practice interview skills through a one-on-one session with an employment facilitator. <i>Please submit a hard copy of your resume and a job posting prior to the session.</i>
Find Companies Related to Your Occupation	Electronic Resume Workshop
Learn and practice skills to use resources related to your occupation via the Internet.	Find out why you need to create different formats of Electronic Resumes and familiarize yourself with the concept of scannable resumes. Practice using “keywords” related to your occupation in an electronic resume PREREQUISITE: Must have an e-mail account and knowledge of Internet basics
Effective Job Search Tools	
Learn how to use internet job search tools, business directories and how to contact employers directly.	
Dialing for Jobs - DVD	How to Access the Hidden Job Market
How to call for a job interview – and get it, even when no opening exists.	Learn to locate and use resources for accessing hidden job market. Receive suggestions that will help in establishing networking contacts, ask and answer appropriate questions to develop future employment opportunities.
101 Resume Tune-up - How to improve your resume and achieve results. One-on-one resume coaching session.	
Basic Computer/Microsoft Word	Basic Internet
Learn and practice <ul style="list-style-type: none"> • opening and closing programs, using toolbars • creating, saving, printing and retrieving documents • editing and formatting documents 	Introduction to Internet and frequently used terms, practice browsing the Internet, how to job search through major Job Banks. PREREQUISITE: Computer Basics Workshop.
Formatting Document – MS Word	Intermediate Word
Learn how to use Microsoft Word to prepare a professional looking resume by using suitable formatting such as (aligning text, inserting bullets, bolding text etc.) PREREQUISITES: Working knowledge of Microsoft Word, Windows, Keyboarding Skills	Practice changing and improving the look of your resume and cover letter, practice creating tab stops and page formatting, insert tables, print labels and envelopes, use mail merge. PREREQUISITE: Computer Basics and Microsoft Word Basics
Tracking Employer Contacts – Excel	Intermediate Excel
Learn to prepare spreadsheets which can help you organize your job search by keeping good record of employer contacts and when and where you applied. PREREQUISITE: Computer Basics Workshop.	Formulas, charts, workspace customization, tips and tricks. PREREQUISITE: Tracking Employer Contacts - Excel
Professional Portfolio – PowerPoint	Electronic Mail Workshop
Creating and saving a presentation, adding slides, entering, editing and formatting slide text, arranging slides to present your professional portfolio and create handouts for presentations. PREREQUISITES: Basic computer knowledge & keyboarding skills	Setting-up an Electronic mail account for employment applications. Practice sending and receiving emails, resume/cover letters through e-mail. Do’s and don’t with sending attachments. PREREQUISITES: Internet Basics Workshop
101 Applying for Jobs On-line	Business Cards That Get You Noticed
Learn to create a professional profile on major job banks and company websites. PREREQUISITE: Must have an e-mail account; resume ready in Microsoft Word format and/or plain text format	Create impressive-looking Business Cards to promote you to potential employers PREREQUISITE: Computer Basics and Microsoft Word Basics