



# Neighbourhood Link

## Support Services

Independence, Dignity and Community

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# MARCH 2010 RESOURCE CENTRE SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b> <b>Applying for Jobs On-line</b> 9:30 am - 12:00 pm <b>Basic Internet</b> 5:00 pm - 7:30 pm	<b>2</b> <b>MS Word – Small Business Flyer</b> 9:30 am – 12:00 pm	<b>3</b> <b>Resume Workshop</b> 10:00 am - 1:30 pm	<b>4</b> <b>AgeWorks Orientation</b> 9:30 am - 12:00 pm <b>Professional Portfolio – PowerPoint</b> 5:00 pm - 7:00 pm	<b>5</b> <b>Newcomers Program Orientation</b> 9:30 am - 12:00 pm <b>Job Finding Club Orientation</b> 9:30 am - 12:00 pm	<b>6</b> <b>Job Search Assistance</b>
<b>8</b> <b>MS Excel (Level 1)</b> 9:30 am - 11:30 am <b>Basic Computer</b> 5:00 pm - 7:30 pm	<b>9</b> <b>Dialing for Jobs – DVD</b> 2:00 pm - 4:00 pm	<b>10</b> <b>Interview Workshop</b> 10:00 am - 1:30 pm	<b>11</b> <b>MS Word (Level 1)</b> 9:30 am - 11:30 am <b>E-Mail Workshop</b> 5:00 pm - 7:00 pm	<b>12</b> <b>World Education Services Information Session</b> 10:00 am – 12:00 pm <b>Newcomers Program Orientation</b> 9:30 am - 12:00 pm <b>Job Finding Club Orientation</b> 9:30 am - 12:00 pm	<b>13</b> <b>Job Search Assistance</b>
<b>15</b> <b>Business Cards That Get You Noticed</b> 9:30 am - 11:30 am <b>Basic Internet</b> 5:00 pm - 7:30 pm	<b>16</b> <b>Job Search Assistance</b>	<b>17</b> <b>Legal Aid</b> 9:30 am - 12:00 pm <b>Resume Workshop</b> 10:00 am - 1:30 pm	<b>18</b> <b>AgeWorks Orientation</b> 9:30 am - 12:00 pm <b>MS Excel (Level 2)</b> 9:30 am - 12:00 pm	<b>19</b> <b>Newcomers Program Orientation</b> 9:30 am - 12:00 pm <b>Job Finding Club Orientation</b> 9:30 am - 12:00 pm	<b>20</b> <b>Job Search Assistance</b>
<b>22</b> <b>Guest Speaker Income Tax Seminar</b> 1:00 pm – 3:00 pm <b>Basic Computer</b> 5:00 pm - 7:30 pm	<b>23</b> <b>Cover Letter Workshop</b> 10:00 am - 1:30 pm	<b>24</b> <b>Interview Workshop</b> 10:00 am - 1:30 pm	<b>25</b> <b>MS Word (Level 2)</b> 9:30 am – 12:00 pm <b>E-Mail Workshop</b> 5:00 pm - 7:00 pm	<b>26</b> <b>Newcomers Program Orientation</b> 9:30 am - 12:00 pm <b>Job Finding Club Orientation</b> 9:30 am - 12:00 pm	<b>27</b> <b>Job Search Assistance</b>
<b>29</b> <b>MS Word (Level 3)</b> 9:30 am – 12:00 pm <b>Basic Internet</b> 5:00 pm - 7:30 pm	<b>30</b> <b>How to Access the Hidden Job Market</b> 10:00 am - 1:00 pm	<b>31</b> <b>Resume Workshop</b> 10:00 am - 1:30 pm	<b>Hours of Operation</b> <b>Mon, Thu 12:30-7:30</b> <b>Tue, Wed 9:30-4:30</b> <b>Fri 9:30-1:00</b> <b>Sat 9:30-2:30</b>	<b>One-on-One Resume Tune-up Or Mock Interview</b> (see schedule) <b>Please sign-up in person at reception</b>	<b>Job Search Videos</b> <b>Office Proficiency Testing</b> <b>Typing Tutorials</b> <b>WinWay Resume</b> For more information see ERC Helpdesk



Please register in person, anytime during business hours. (Revised February 10, 2010) For more information, please call (416) 691-7407

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



## Description of Workshops

<b>Resume Workshop</b> Learn to prepare resumes that get noticed: Purpose and styles of a resume, suggested formatting, profile and accomplishment statements.	<b>Cover Letter Workshop</b> Purpose of a Cover Letter, suggested formatting, parts of a cover letter and how to target your cover letter.
<b>Interviewing Workshop</b> 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.	<b>Interviewing 101</b> 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>
<b>How to Access the Hidden Job Market</b> 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.	<b>Electronic Resume Workshop</b> 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
<b>Dialing for Jobs - DVD</b> How to call for a job interview – and get it, even when no opening exists.	<b>101 Resume Tune-up</b> How to improve your resume and achieve results. One-on-one resume coaching session.
<b>Basic Computer</b> Learn and practice <ul style="list-style-type: none"> <li>• opening and closing programs, using toolbars</li> <li>• creating, saving, printing and retrieving documents</li> </ul>	<b>Basic Internet</b> Introduction to Internet and frequently used terms, practice browsing the Internet, how to job search through major Job Banks. PREREQUISITE: Computer Basics Workshop
<b>MS Word (Level 1) (Formerly “Formatting a Resume”)</b> 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: Computer Basics Workshop	<b>MS Excel (Level 1) (Formerly “Tracking Employer Contacts”)</b> 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
<b>MS Word (Level 2) (Formerly “Intermediate Word”)</b> Practice changing and improving the look of your resume and cover letter, practice creating tab stops and page formatting, insert tables and columns, PREREQUISITE: MS Word (Level 1) Workshop	<b>MS Excel (Level 2) (Formerly “Intermediate Excel”)</b> Formulas, charts, workspace customization, tips and tricks. PREREQUISITE: MS Excel (Level 1) Workshop
<b>MS Word (Level 3)</b> Mass Mailings: how to print envelopes and labels and how to use Mail Merge PREREQUISITE: MS Word (Level 1) Workshop	<b>Professional Portfolio – PowerPoint</b> 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
<b>MS Word – Small Business Flyer</b> Use MS Word graphics features to create flyer promoting your business. PREREQUISITE: MS Word (Level 1) Workshop	<b>Business Cards That Get You Noticed</b> Create impressive-looking Business Cards to promote you to potential employers PREREQUISITE: Computer Basics and Microsoft Word Basics
<b>Applying for Jobs On-line</b> 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	<b>Electronic Mail Workshop</b> 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