

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 Job Search Session <i>(by registration only)</i> 9:30am-noon Résumé Clinic 1-4pm <i>(by registration only)</i>
4 Centre Closed in Lieu of Labour Day	5 Résumé Building Workshop 9:30am-noon LinksToJobs Interview Series: 1 – 9:30am-noon Series: 2 – 1-4pm	6 Winning Interview Skills Workshop 9:30am-noon LinksToJobs Interview Series: 1 – 9:30am-noon Series: 2 – 1-4pm Healthcare Professionals Recruitment Event 1-4pm	7 Hidden Job Market Workshop 9:30am-noon LinksToJobs Interview Series: 1 – 9:30am-noon Series: 2 – 1-4pm	8 Job Search Session <i>(by registration only)</i> 9:30am-noon Résumé Clinic 1-4pm <i>(by registration only)</i>
11 Open House 9:30am Cover Letter Workshop/ Online Job Search <i>Cliffcrest Employment Services</i> 9:30-11am Job Readiness Assessment 1-4pm	12 Second Career Session: Application Preparation 9:30am-noon LinksToJobs Interview Series: 1 – 9:30am-noon Series: 2 – 1-4pm	13 Interview Practice Workshop 9:30am-noon LinksToJobs Interview Series: 1 – 9:30am-noon Series: 2 – 1-4pm	14 Second Career Session: Financial Application 9:30am-noon LinksToJobs Interview Series: 1 – 9:30am-noon Series: 2 – 1-4pm	15 Begin Your Entrepreneurial Journey 9:30am-12:30pm Job Search Session <i>(by registration only)</i> 9:30am-noon Mock Interview Practice <i>Cliffcrest Employment Services</i> 2-3pm
18 Job Readiness Assessment 1-4pm Résumé Clinic 1-4pm <i>(by registration only)</i>	19 Résumé Building Workshop 9:30am-noon LinksToJobs Interview Series: 1 – 9:30am-noon Series: 2 – 1-4pm	20 Winning Interview Skills Workshop 9:30am-noon LinksToJobs Interview Series: 1 – 9:30am-noon Series: 2 – 1-4pm	21 Hidden Job Market Workshop 9:30am-noon LinksToJobs Interview Series: 1 – 9:30am-noon Series: 2 – 1-4pm LinkedIn/Career Branding Workshop 1-3:30pm	22 Job Search Session <i>(by registration only)</i> 9:30am-noon Résumé Clinic 1-4pm <i>(by registration only)</i>
25 Open House 9:30am Job Readiness Assessment 1-4pm Résumé Clinic 1-4pm <i>(by registration only)</i>	26 Second Career Information Session 9:30am-noon LinksToJobs Interview Series: 1 – 9:30am-noon Series: 2 – 1-4pm	27 Career Cruising Seminar 9:30am-noon LinksToJobs Interview Series: 1 – 9:30am-noon Series: 2 – 1-4pm Maple Leaf Sports and Entertainment Ltd. Career Information Event 1-2:30pm	28 LinksToJobs Interview Series: 1 – 9:30am-noon Series: 2 – 1-4pm TTC Career Information Event 1-2:30pm	29 Job Search Session <i>(by registration only)</i> 9:30am-noon Résumé Clinic 1-4pm <i>(by registration only)</i>

CALL TO REGISTER TODAY! 416.269.0090

ON-GOING WORKSHOPS/SESSIONS

Bi-monthly Open Houses every 2nd and 4th Mondays | 9:30am
 Job Search Session Fridays | 9:30am-noon
 Résumé Clinic (*Brief review only*) Mondays and Fridays | by appointment only
 Job Readiness Assessment Mondays | 1-4pm by appointment only
 Employment Café Open for Independent Job Search Monday through Friday

Our Centre provides job seekers with friendly and expert assistance.

BUS ROUTE | From Warden subway station, take the #102, #102A, #102C or #102D Markham Road bus
 From Scarborough Centre Station, take the #9 Bellamy bus
PARKING | Very limited 1-hour on-site parking is available.
 We strongly encourage taking public transit to the Centre.

Pre-registration is required for all sessions and workshops.
 To register, please contact 416.269.0090 or linkstojobs@ywcatoronto.org



A TURNING POINT FOR WOMEN



This Employment Ontario Program is funded by the Ontario government.

3090 Kingston Road, Suite 300, Scarborough | T 416.269.0090 | F 416.269.0114

Monday-Friday, 8:30am-4:30pm | ywcatoronto.org/employment |

Passport to Success Program

Increase your chances of getting hired and show employers that you are job ready. When registered clients complete four or more of our free job readiness workshops they earn a certificate to add to their job search portfolio. **Let us help you on your path to success!**

Begin Your Entrepreneurial Journey – Inspiring a Mindset for Success in Life and Business Presented by Special Guest Sumu Sathi

We invite you to an inspiring workshop with Sumu Sathi, a producer, social media expert, coach and speaker. Sumu is a self-made entrepreneur who focuses on inspiring women and youth to follow their dreams and pursue their passions. Learn how Sumu took her struggles and turned them into a successful career. She will share invaluable advice on building your personal brand and strategies for starting your own business.

Career Cruising Seminar

If you are looking for work, pursuing a career change or considering training opportunities, Career Cruising will provide you with valuable information to help you achieve your goals. We will guide you through the process. Also, find out about accessing labour market information for job searches, as well as career and education purposes.

Cover Letter Workshop (External location – Cliffcrest Employment Services)

Learn how to write a clear and cohesive cover letter or improve the one you already have. You will learn the different formats of writing a cover letter and the advantages of each. You will learn how to organize your cover letter and how to maximize your skills on paper in an effective way.

Hidden Job Market Workshop

Learn how to leverage opportunities in the hidden job market and take control of your job search. Instead of waiting for an opportunity to be advertised, you will learn how to target employers, uncover opportunities and actively market yourself for a position. Participants will learn about how today's hidden job market has changed from the traditional job market, information interviews, networking and how to contact potential employers and people of influence.

Interview Practice Workshop

Prepare and practice interview questions and get constructive feedback. Please prepare for the practice interview as you would a real interview.

Pre-Requisite: Attendance at the *Winning Interview Skills Workshop*

Job Readiness Assessment

Clients will be booked for computer testing relevant to their program of interest in order to gauge suitability, proficiency in typing, and abilities with software such as Microsoft Word, Excel and more. The results will be used to further the individual's action plan, which is customized to meet their special needs and professional journey.

Job Search Session (By registration only)

Career Advisors will provide in-depth skills assessment for job seekers to determine the best back-to-work action plan in a supportive environment.

LinkedIn/Career Branding Workshop

Learn about the latest social media tools and strategies on how to market yourself and build your network. The session will include: a live demonstration using LinkedIn, tips on how to connect with employers, find job listings, navigate ATS applications, and build and strengthen your network.

LinksToJobs Interview Series: 1 (New clients)

We are currently pre-screening and interviewing candidates for open jobs in admin, health care, customer service, IT and much more. Register today to be considered for these jobs and learn about all the on-going exclusive job and placement opportunities available in our *LinksToJobs* employer network.

LinksToJobs Interview Series: 2 (Existing clients)

Learn about employer opportunities currently being offered through our unique *LinksToJobs* service and access one-on-one and group-based support to prepare you for these opportunities. Gain a better understanding of the employment resources we have available and learn about our employer partners. Also get direct and immediate feedback about your interview skills and your suitability for any known employment opportunities.

Healthcare Professionals Recruitment Event – Mavencare is hiring PSWs, RPNs and RNs!

We invite you to attend this exclusive healthcare hiring event to meet face-to-face with recruiters from Mavencare, experts in personalized home care services. On-the-spot interviews will be conducted for Personal Support Workers (PSWs), Registered Practical Nurses (RPNs) and Registered Nurses (RNs).

Maple Leaf Sports and Entertainment Ltd. Career Information Event

Maple Leaf Sports and Entertainment Ltd. (MLSE) is hiring! If you want to be a part of this exciting organization, attend this session to learn about their current career opportunities.

Mock Interview Workshop (External location – Cliffcrest Employment Services)

Mock interviews resemble an actual interview, showing participants what is expected in a job interview to help improve self-presentation and confidence. Participants will be given constructive feedback on the interview process (one-on-one/role play).

Open House – Meeting Your Unique Employment and Training Needs!

Our Open Houses are the first step in registering with our Centre. Join us for this free Information and Referral Session to learn about all of our exclusive job and training opportunities! Sessions are offered to all job seekers who are unsure about which employment and training programs may meet their unique job search needs.

Online Job Search using Employment Opportunities System (EOS)

(External location – Cliffcrest Employment Services)

A Toronto Employment & Social Services representative will guide participants through the online application process the City of Toronto's Employment Opportunities System. Learn how to upload résumés, job search/job match with employers and access other employment services.

Résumé Building Workshop

Learn skills about how to create an effective résumé or improve the one you already have. Transform your résumé into a powerful tool that will get you interviews. Learn different résumé formats and the advantages and disadvantages of each.

Résumé Clinic – Brief review only (By registration only)

Need help with your résumé? Meet one-on-one with an Employment Specialist to have your current résumé briefly reviewed, get valuable suggestions and have the best chances in your job search.

Second Career Information Session

The objective of Second Career is to support laid-off/unemployed individuals who require skills training to assist them in finding employment in careers with demonstrated labour market prospects in Ontario.

Second Career Session: Application Preparation

Generate relevant information necessary for the Second Career application, including career assessment, labour market information, job ads, occupational profiles, National Occupational Classification (NOC) and more.

Pre-requisite: Attendance at the *Second Career Information Session*

Second Career Session: Financial Application

Clients will be assisted with completing the web-based application with the focus on financial aspects regarding training costs, basic living expenses and childcare support.

TTC Career Information Event – Steer your career in the right direction!

Find out about employment opportunities with the Toronto Transit Commission (TTC)! The TTC will provide valuable information to job seekers about prospective employment opportunities at the TTC, how to access these jobs and the hiring process.

Winning Interview Skills Workshop

Learn or review the steps of understanding, preparing for and conducting a successful interview. You will learn about preparation and research, interview structure, question styles, hidden intentions from questions and appropriate responses. Participants will also have an opportunity to practice their interview skills.

PRE-REGISTRATION IS REQUIRED
FOR ALL SESSIONS AND WORKSHOPS.



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