



East York Employment Resource Centre











1450 O'Connor Drive, Unit 4



JANUARY 2010



416-615-1515

Monday	Tuesday	Wednesday	Thursday	Friday
<p>4</p> <p>Mock Interview 2:15 - 3:30</p>	<p>5</p> <p> <i>Mouse & Keyboard Tutorial</i> 9:30 - 12:00</p> <p>Create Your Own Résumé 1:30 - 4:00PM</p>	<p>6</p>	<p>7</p> <p>Settlement Worker 2:00-5:00</p>	<p>8</p> <p>Centre Closed at Noon</p>
<p>11</p> <p> <i>Intro to Computers & Internet</i> 9:30 - 12:00</p> <p>Mock Interview 2:15 - 3:30</p>	<p>12</p> <p>YOUTH COUNSELLOR 1:00 - 5:00PM (BY APPOINTMENT ONLY)</p> <p>Cover Letters 1:30 - 4:00</p>	<p>13</p> <p>NEW</p> <p>Green Careers 1:30 - 4:00</p>	<p>14</p> <p> <i>Intro to Word Part 1</i> 9:30 - 12:00</p> <p>Settlement Worker 2:00-5:00</p>	<p>15</p> <p>SECRETS OF SUCCESS 9:30 - 11:30</p> <p>Centre Closed at Noon</p>
<p>18</p> <p> <i>Intro to E-Mail</i> 9:30 - 12:00</p> <p>Mock Interview 2:15 - 3:30</p>	<p>19</p> <p>Beyond the Classifieds 1:30 - 3:30</p>	<p>20</p> <p> <i>Intro to Word Part 2</i> 9:30 - 12:00</p>	<p>21 **SPECIAL EVENT** <i>Pre-Apprenticeship Info Session</i> 2:00 - 4:00</p> <p> Housing Worker Drop-in appointments 2:00 - 4:00</p> <p>Settlement Worker 2:00-5:00</p>	<p>22</p> <p> <i>Intro to Excel Part 1</i> 9:30 - 12:00</p> <p>Centre Closed at Noon</p>
<p>25</p> <p>Transitions to Employment 9:00 - 12:00</p> <p> JOB SEEKERS' CONVERSATION CIRCLE 2:00 - 3:30</p>	<p>26 <i>Intro to Excel Part 2</i> 9:30 - 12:00</p> <p> YOUTH COUNSELLOR 1:00 - 5:00PM (BY APPOINTMENT ONLY)</p> <p>Interview Skills 1:30 - 4:00</p>	<p>27</p> <p> <i>Create Your Own Business Cards</i> 9:30 - 12:00</p> <p>Job Maintenance 1:30 - 4:00</p>	<p>28 **SPECIAL EVENT** Credit Canada 2:00 - 3:00</p> <p>Mock Interview 2:15 - 3:30</p> <p>Settlement Worker 2:00-5:00</p>	<p>29</p> <p>Centre Closed at Noon</p>

BOOK FOR ALL ACTIVITIES AT THE FRONT DESK OR
CALL 416-615-1515 ext. 0
DAILY: Resume clinics - call for an appt.

TDSB Assessment Centre Counsellor on-site EVERY
MONDAY Call for appt 12:30-4:30

Hours of Operation
Mon & Wed 9 am - 4:30pm Tues & Thurs 9 am - 8 pm
Fri 9 am - 12 noon

WOODGREEN EAST YORK EMPLOYMENT RESOURCE CENTRE

1450 O'Connor Drive, Unit 4

416-615-1515 x 0

EYERC@woodgreen.org

Directions: TTC - From Coxwell Station take 70A Bus

DESCRIPTION OF WORKSHOPS & EVENTS OFFERED IN JANUARY 2010

Create Your Own Résumé - Sending out your résumé to employers but not receiving many responses? Attend this workshop to learn how to put your best résumé out there. **Tuesday, January 5th, 1:30 - 4:00.**

Cover Letters - Make the cover letter work for you in your job search. Learn what kind of information to include for each cover letter section and helpful tips to make your cover letter stand-out from the rest. **Tuesday, January 12th, 1:30 - 4:00.**

Secrets of Success - Is your job search getting you down? Refocus, Revive and Rejuvenate your job search. **Friday, January 15th, 1:30 - 3:30**

Beyond the Classifieds... The advertised jobs are not the only job openings available. There are other sources of job openings that are not "visible". Maximize your chances of finding a job in less time! In this workshop, you will learn how to tap into the hidden job market.

Tuesday, January 19th, 1:30 - 3:30.

Interview Skills - Do you know how to prepare for job interviews? Do you know how to answer those difficult questions? Attend this workshop and get tips on how to be successful in the interview process and get that job! **Tuesday, January 26th, 1:30 - 4:00.**

Job Maintenance - Do you have strategies to help you keep your job and get promoted? Attend this workshop for some pointers on how to keep your job and how to strategize for advancement. **Wednesday, January 27th, 1:30 - 4:00.**

Job Seekers' Conversation Circle – Drop In Meet fellow job seekers, exchange ideas, discuss concerns & enjoy some refreshments! **Monday January 25th, 2-3:30.**



Basic Computer Tutorials



Mouse and Keyboard Tutorial - This tutorial is designed for individuals who have no computer experience to develop skills in basic mouse and keyboard operations to enhance success with future computer workshops. **Tuesday, January 5th, 9:30-12:00.**

Introduction to Computers and Internet – This practical hands-on workshop will give you the basic skills to use a computer and explore the Internet. You will learn to identify hardware components, software features and basic Internet searching skills. Note: Mouse Tutorial recommended. **Monday, January 11th, 9:30-12:00.**

Introduction to E-Mail – Attend this workshop to set up your own free web based e-mail account, learn how to attach and send your cover letter & résumé to employers. Participants are expected to have a basic understanding of how to use the Internet in order to participate. Note: Mouse Tutorial recommended. **Monday, January 18th 9:30-12:00.**

Introduction to WORD 2007 – Two Parts This workshop is designed for individuals with limited word processing experience. Attend this session and get familiar with the MS Word 2007 environment. Learn how to save, open files, basic formatting and editing, and finally how to print your work. Latecomers will have to reschedule. Note: Basic Computer Skills and Keyboarding Skills required. **Must attend Part 1 to be able to attend Part 2** **Part 1- Thursday January 14th, 9:30-12:00 and Part 2 – Wednesday January 20th, 9:30-12:00.**

Introduction to EXCEL 2007 – Two Parts Attend these workshops and learn the Basics of Excel. Participants are expected to have a basic understanding of how to use MS products. **Must attend Part 1 to be able to attend Part 2.** **Part 1 – Friday January 22nd, 9:30-12:00, Part 2 – Tuesday January 26th, 9:30 – 12:00.**

NEW

GREEN CAREERS – Attend this new workshop and learn about the emerging Green Careers sector. Wednesday, January 13th 1:30 – 4:00.

****Special EVENTS****

Pre-Apprenticeship Info Session – GUEST SPEAKER EVENT - Thursday, January 21st, 2:00 – 4:00 – Have you ever considered a career in the 'Trades'? Attend this information session with a guest speaker from George Brown College to get information about a pre-apprenticeship program for construction craft workers. Please note that this program is geared to clients with an addiction or mental health history.

Credit Canada – GUEST SPEAKER EVENT - Thursday, January 28th, 2:00 – 3:00 Surviving Tough Times? Join us to learn: The Ten Rules of Money Management and Budgeting; Strategies for Reaching your Financial Goals; How to Create a Realistic Budget; Information on Credit Bureaus, Credit Ratings; Consumer Rights and more.

TDSB Assessment Counsellor On-Site, January 4, 11, 18 & 25. 12:30 – 4:30. Call for Appointment

Transitions to Employment, Monday, January 25th - 9:30-12:00: Employment group session that will help you access services to ensure a smooth transition to employment.