

Employment Workshop & Event Calendar



March 2024

Monday	Tuesday	Wednesday	Thursday	Friday
 Workshop & Event Description on 2 nd Page				1
4 Essential 1: Communicating Your Value to an Employer 11:00 am – 12:30 pm REGISTER	5 Essential 2: Resume - Employers' Perspective 11:00 am – 12:30 pm REGISTER	6 Essential 3: Write an Effective Cover Letter 11:00 am – 12:30 pm REGISTER Better Jobs Ontario Info Session (previously Second Career) 2:00 pm – 4:00 pm REGISTER	7 Essential 4: Preparing for Your Job Interview 11:00 am – 12:30 pm REGISTER	8
11 LinkedIn 1: Create an Effective Profile 11:00 am – 12:30 pm REGISTER	12 LinkedIn 2: Optimize Your Job Search 11:00 am – 12:30 pm REGISTER	13 The Proactive Job Search 11:00 am – 12:30 pm REGISTER	14	15 Resume - Let's Do It! 1:00 pm – 4:00 pm In person – 815 Danforth, 3 rd Floor Speak with Job Coach to Register
18 Essential 1: Communicating Your Value to an Employer 11:00 am – 12:30 pm REGISTER	19	20 Essential 2: Resume - Employers' Perspective 11:00 am – 12:30 pm REGISTER Better Jobs Ontario Info Session (previously Second Career) 2:00 pm – 4:00 pm REGISTER	21 Essential 3: Write an Effective Cover Letter 11:00 am – 12:30 pm REGISTER	22 Essential 4: Preparing for Your Job Interview 11:00 am – 12:30 pm REGISTER
25 Power Your Job Search with ChatGPT 11:00 am – 12:30 pm REGISTER	26 Career Readiness 11:00 am – 12:30 pm REGISTER	27 Resume - Let's Do It! 1:00 pm – 4:00 pm In person – 2930 Lake Shore Blvd Speak with Job Coach to Register	28	29

All Workshops Are Free & Offered Virtually (Unless Otherwise Specified)

To Register for Workshops

Online Click on REGISTER Link	In Person Ask at WoodGreen Front Desk	By Phone 416-405-5254	By Email findajob@woodgreen.org
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Employment Workshop & Event Calendar



April 2024

Monday	Tuesday	Wednesday	Thursday	Friday
1 EMPLOYMENT ONTARIO Workshop & Event Description on 2 nd Page	2	3	4	5
8 Essential 1: Communicating Your Value to an Employer 11:00 am – 12:30 pm REGISTER	9 Essential 2: Resume - Employers' Perspective 11:00 am – 12:30 pm REGISTER	10 Better Jobs Ontario Info Session (previously Second Career) 2:00 pm – 4:00 pm REGISTER	11 Essential 3: Write an Effective Cover Letter 11:00 am – 12:30 pm REGISTER	12 Essential 4: Preparing for Your Job Interview 11:00 am – 12:30 pm REGISTER
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22 Essential 1: Communicating Your Value to an Employer 11:00 am – 12:30 pm REGISTER	23 Essential 2: Resume - Employers' Perspective 11:00 am – 12:30 pm REGISTER	24 Better Jobs Ontario Info Session (previously Second Career) 2:00 pm – 4:00 pm REGISTER	25 Essential 3: Write an Effective Cover Letter 11:00 am – 12:30 pm REGISTER	26 Essential 4: Preparing for Your Job Interview 11:00 am – 12:30 pm REGISTER
29	30			

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Workshop & Event Description

Title	Workshop Description	What You Will Learn
Better Jobs Ontario Information Session	Better Jobs Ontario (formerly known as Second Career) is for unemployed individuals for which skills training is the most appropriate pathway into high-skill, in-demand occupations.	<ul style="list-style-type: none"> Ground rules for 'Better Jobs Ontario' program Regular and fast-track streams for Better Jobs Ontario Eligibility criteria for applicants and training programs Application process and school/course information
Build a Resume	Brush up on the basics of resume writing and learn how to present your experiences, education and skills in a way that highlights your strengths and gets you noticed.	<ul style="list-style-type: none"> Resume design and format that works for you Guidelines for creating different sections of your resume Strategies for writing attention-grabbing accomplishment statements
Career Readiness	Are you ready for your new job? Join us as we learn how to navigate conflicts at work and cultivate a mindset that supports your career journey.	<ul style="list-style-type: none"> Assertive communication style for mutual understanding and conflict resolutions in the workplace Growth mindset for continuous learning and career development
Communicate Your Value to an Employer	Create a consistent message (your value proposition & elevator speech) to be used online and in person to demonstrate your strengths to a prospective employer.	Your Value Proposition and Elevator Speech can be used in: <ul style="list-style-type: none"> Your resume, interview and LinkedIn Networking and branding
LinkedIn 1: Create an Effective Profile	If you are currently looking for work, and you are serious about your online presence, you should have a LinkedIn profile. Creating an optimized profile (completely filled in and focused on describing exactly what you offer) will help recruiters and other professionals find you.	<ul style="list-style-type: none"> Main features of LinkedIn and how to build your LinkedIn profile Tips on the keywords you should list in your titles and work experience Why LinkedIn is an effective networking tool for everyone – even if you are not looking for a job
LinkedIn 2: Optimize Your Job Search	How effectively are you using LinkedIn? Whether you are job searching, networking, or preparing for your next big promotion, you need to build a strong LinkedIn presence to get noticed by hiring managers and recruiters.	<ul style="list-style-type: none"> Strategies for connecting with others, expanding your network, and adding value to your connections How to optimize your feed and engage with content to get noticed Easy and effective ways to get started with creating your own content
Preparing for Your Interview	Join us at this workshop to learn tips for acing your next job interview. All jobseekers are welcome.	<ul style="list-style-type: none"> Common interview questions and follow up after the interview Positive first interview impression and a positive lasting impression
Power Your Job Search with ChatGPT	This workshop empowers you with the tools to optimize your job search using ChatGPT, an advanced AI language model. Whether you're a recent graduate or a seasoned professional, this workshop equips you with actionable strategies to stand out in the competitive job market. Unleash ChatGPT's potential and propel your career forward!	<ul style="list-style-type: none"> How to craft AI-generated cover letters, resumes, and interview preparation materials which impress employers Leverage ChatGPT to enhance networking efforts through captivating LinkedIn profiles and personalized outreach messages
Resume - Employers' Perspective	Tired of applying for jobs but getting no response? Overwhelmed by conflicting resume advice on the Internet? Join us as we challenge common misconceptions and explore a different approach to resume writing.	<ul style="list-style-type: none"> Practicing looking at the resume from the perspective of an employer Analyzing a job posting to identify what an employer is looking for Strategies to target your resume to an employer's needs Guidelines for creating a resume that reflects the value you bring to an
Resume - Let's Do It!	Do you struggle with writing a resume using a computer? This is a hands-on workshop to create a simple resume step by step. Speak with your job coach and register today!	<ul style="list-style-type: none"> Resume design and format that works for you Guidelines for creating different sections of your resume Craft a resume based on your chosen job description
The Proactive Job Search	Have you attended an interview 2 weeks ago and haven't heard back? Do you know what to do? Are you wondering how to break into a new field? Learn to be Responsive, Professional and Proactive.	<ul style="list-style-type: none"> Scripts you can use with employers to follow-up Sample timelines of recruiting processes Informational interviews and coffee chats
Write an Effective Cover Letter	Is it necessary to include a cover letter when submitting a résumé? The cover letter will be your opportunity to make a good first impression and help secure a job interview. Learn how to make your cover letter work for you.	<ul style="list-style-type: none"> The purpose and importance of a cover letter The main sections of a cover letter Types of cover letters and the best type appropriate for you