

Employment Workshop & Event Staff Calendar



July 2023

Monday	Tuesday	Wednesday	Thursday	Friday
3	4 Preparing for Your Job Interview 11:00 am – 12:30 pm REGISTER	5 Build a Resume 2:00 pm – 3:30 pm REGISTER	6 LinkedIn 1: Create an Effective Profile 11:00 am – 12:30 pm REGISTER	7 Workshop & Event Description on 2nd Page
10	11 Resume – Employers' Perspective 11:00 am – 12:30 pm REGISTER	12 How to Job Search Online 11:00 am – 12:00 pm REGISTER Better Jobs Ontario Info Session (previously Second Career) 2:00 pm – 4:00 pm REGISTER	13 Write an Effective Cover Letter 11:00 am – 12:30 pm REGISTER	14
17	18 Build a Resume 11:00 am – 12:30 pm REGISTER	19 Preparing for Your Job Interview 2:00 pm – 3:30 pm REGISTER Skills for Success for Experienced Workers Program Info Session Live Online 2:00 pm – 3:00 pm REGISTER	20 LinkedIn 2: Optimize Your Job Search 2:00 pm – 3:30 pm REGISTER	21
24	25 Resume – Employers' Perspective 2:00 pm – 3:30 pm REGISTER	26 The Proactive Job Search 11:00 am – 12:30 pm REGISTER Better Jobs Ontario Info Session (previously Second Career) 2:00 pm – 4:00 pm REGISTER Skills for Success for Experienced Workers Program Info Session (Live In-Person) 2:00 pm – 3:00 pm REGISTER	27 Communicating Your Value to an Employer 11:00 am – 12:30 pm REGISTER	28
31				

All Workshops Are Free & Offered Virtually

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 Staff Calendar



August 2023

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28	29 Power Your Job Search with ChatGPT 2:00 pm – 3:30 pm REGISTER	30 Career Cruising 11:00 am – 12:00 pm REGISTER	31	

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Workshop & Event Description

Title	Workshop Description	What You Will Learn
Accenture Learning	Learn about the Accenture Learning Exchange platform, to help job seekers build knowledge and skills to find jobs and be successful on the job.	<ul style="list-style-type: none"> What is Accenture 'Skills to Succeed' Learning Exchange platform. What are focused training areas for Skills to Succeed Learning Exchange.
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 that impress employers Leverage ChatGPT to enhance networking efforts through captivating LinkedIn profiles and personalized outreach messages
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 Cruising	This workshop gives you an overview of the Career Cruising website and how to navigate it. Career Cruising can reaffirm your career choices, show you new careers you have not thought of, and/or help if you are uncertain by narrowing down career options based on your results.	<ul style="list-style-type: none"> Career Cruising sections (assessments, careers, education, employment) How interests and career choices are related Setting career goals, making decisions and job search plan Recommended career clusters based on education
Communicate Your Value to an Employer	Create a consistent message or value proposition to be used online and in person to demonstrate your strengths to a prospective employer.	<p>Your Value Proposition can be used in:</p> <ul style="list-style-type: none"> Your resume, interview and LinkedIn Networking and branding
How to Job Search Online	Has it been a while since you applied to a job? Would you like some tips on using online platforms effectively? This workshop shows you how to effectively and efficiently use online tools to apply for a job.	<ul style="list-style-type: none"> Using search filters and applying through job portals such as indeed.ca, monster.ca, simplyhired.ca, and jobbank.gc.ca Creating a profile and applying for a position on a company site Using Google Maps and advanced Google search
Know Your Rights at Work	This workshop provides a general overview of the Ontario Employment Standards Act (ESA). Any specific inquiries should be directed to the ESA or other resources provided.	<ul style="list-style-type: none"> What the ESA says about hours of work, wages and deductions, overtime, public holidays, leave, termination notice and pay Your rights & responsibilities regarding disclosing your vaccination status at work
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	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
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
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