

# Employment Workshop & Event Staff Calendar



## September 2023

Monday	Tuesday	Wednesday	Thursday	Friday
		Workshop & Event Description on 2 <sup>nd</sup> Page		1 <b>How to Job Search Online</b> 2:00 pm – 3:00 pm <a href="#">REGISTER</a>
4 <b>LABOUR DAY</b>	5	6 <b>Better Jobs Ontario Info Session</b> (previously Second Career) 2:00 pm – 4:00 pm <a href="#">REGISTER</a>	7	8 <b>Write an Effective Cover Letter</b> 2:00 pm – 3:30 pm <a href="#">REGISTER</a>
11 <b>Preparing for Your Job Interview</b> 2:00 pm – 3:30 pm <a href="#">REGISTER</a>	12	13	14 <b>Skills for Success for Experienced Workers Program</b> Info Session Live Online 2:00 pm – 3:00 pm <a href="#">REGISTER</a>	15 <b>Build a Resume</b> 10:00 am – 11:30 am <a href="#">REGISTER</a>
18 <b>LinkedIn 1: Create an Effective Profile</b> 2:00 pm – 3:30 pm <a href="#">REGISTER</a>	19 <b>Resume – Employers' Perspective</b> 11:00 am – 12:30 pm <a href="#">REGISTER</a>	20 <b>The Proactive Job Search</b> 11:00 am – 12:30 pm <a href="#">REGISTER</a> ★ <b>Better Jobs Ontario Info Session</b> (previously Second Career) 2:00 pm – 4:00 pm <a href="#">REGISTER</a>	21 <b>Skills for Success for Experienced Workers Program</b> Info Session Live Online 10:00 am – 11:00 am <a href="#">REGISTER</a> ★ <b>Communicating Your Value to an Employer</b> 11:00 am – 12:30 pm <a href="#">REGISTER</a>	22 <b>Write an Effective Cover Letter</b> 10:00 am – 11:30 am <a href="#">REGISTER</a>
25 <b>Career Cruising</b> 2:00 pm – 3:00 pm <a href="#">REGISTER</a>	26 <b>Power Your Job Search with ChatGPT</b> 2:00 pm – 3:30 pm <a href="#">REGISTER</a>	27 <b>Preparing for Your Job Interview</b> 11:00 am – 12:30 pm <a href="#">REGISTER</a> ★ <b>Skills for Success for Experienced Workers Program</b> Info Session In-person 2:00 pm – 3:00 pm <a href="#">REGISTER</a>	28 <b>Resume – Employers' Perspective</b> 2:00 pm – 3:30 pm <a href="#">REGISTER</a>	29

**All Workshops Are Free & Offered Virtually**

**To Register for Workshops**

<b>Online</b> Click on REGISTER Link	<b>In Person</b> Ask at WoodGreen Front Desk	<b>By Phone</b> 416-405-5254	<b>By Email</b> findajob@woodgreen.org
---	---	---------------------------------	---

# Employment Workshop & Event Staff Calendar



## October 2023

Monday	Tuesday	Wednesday	Thursday	Friday
2	3 <b>How to Job Search Online</b> 2:00 pm – 3:00 pm <a href="#">REGISTER</a>	4 <b>Resume – Employers' Perspective</b> 2:00 pm – 3:30 pm <a href="#">REGISTER</a>	5 <b>Write an Effective Cover Letter</b> 11:00 am – 12:30 pm <a href="#">REGISTER</a>	6 <b>Skills for Success for Experienced Workers Program</b> Info Session (Live Online) 2:00 pm – 3:00 pm <a href="#">REGISTER</a>
9 <b>EMPLOYMENT ONTARIO</b>  Workshop & Event Description on 2 <sup>nd</sup> Page	10 <b>Preparing for Your Job Interview</b> 2:00 pm – 3:30 pm <a href="#">REGISTER</a>	11 <b>Build a Resume</b> 11:00 am – 12:30 am <a href="#">REGISTER</a>  <b>Better Jobs Ontario Info Session</b> (Previously Second Career) 2:00 pm – 4:00 pm <a href="#">REGISTER</a>	12 <b>Career Cruising</b> 11:00 am – 12:00 pm <a href="#">REGISTER</a>  <b>Power Your Job Search with ChatGPT</b> 2:00 pm – 3:30 pm <a href="#">REGISTER</a>	13
16	17 <b>LinkedIn 1: Create an Effective Profile</b> 2:00 pm – 3:30 pm <a href="#">REGISTER</a>	18 <b>Write an Effective Cover Letter</b> 11:00 am – 12:30 pm <a href="#">REGISTER</a>	19 <b>Skills for Success for Experienced Workers Program</b> Info Session (Live Online) 10:00 am – 11:00 am <a href="#">REGISTER</a>  <b>Communicating Your Value to an Employer</b> 11:00 am – 12:30 pm <a href="#">REGISTER</a>	20
23	24 <b>Resume – Employers' Perspective</b> 11:00 am – 12:30 pm <a href="#">REGISTER</a>	25 <b>The Proactive Job Search</b> 11:00 am – 12:30 pm <a href="#">REGISTER</a>  <b>Better Jobs Ontario Info Session</b> (Previously Second Career) 2:00 pm – 4:00 pm <a href="#">REGISTER</a>	26 <b>LinkedIn 2: Optimize Your Job Search</b> 2:00 pm – 3:30 pm <a href="#">REGISTER</a>	27
30	31 <b>Preparing for Your Job Interview</b> 11:00 am – 12:30 pm <a href="#">REGISTER</a>  <b>Skills for Success for Experienced Workers Program</b> Info Session (In-person) 2:00 pm – 3:00 pm <a href="#">REGISTER</a>			

**All Workshops Are Free & Offered Virtually**

**To Register for Workshops**

<b>Online</b> Click on REGISTER Link	<b>In Person</b> Ask at WoodGreen Front Desk	<b>By Phone</b> 416-405-5254	<b>By Email</b> findajob@woodgreen.org
---	---	---------------------------------	---

# Workshop & Event Description

Title	Workshop Description	What You Will Learn
<b>Accenture Learning</b>	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"> <li>What is Accenture 'Skills to Succeed' Learning Exchange platform.</li> <li>What are focused training areas for Skills to Succeed Learning Exchange.</li> </ul>
<b>Better Jobs Ontario Information Session</b>	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"> <li>Ground rules for 'Better Jobs Ontario' program</li> <li>Regular and fast-track streams for Better Jobs Ontario</li> <li>Eligibility criteria for applicants and training programs</li> <li>Application process and school/course information</li> </ul>
<b>Build a Resume</b>	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"> <li>Resume design and format that works for you</li> <li>Guidelines for creating different sections of your resume</li> <li>Strategies for writing attention-grabbing accomplishment statements</li> </ul>
<b>Career Cruising</b>	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"> <li>Career Cruising sections (assessments, careers, education, employment)</li> <li>How interests and career choices are related</li> <li>Setting career goals, making decisions and job search plan</li> <li>Recommended career clusters based on education</li> </ul>
<b>Communicate Your Value to an Employer</b>	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"> <li>Your resume, interview and LinkedIn</li> <li>Networking and branding</li> </ul>
<b>How to Job Search Online</b>	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"> <li>Using search filters and applying through job portals such as indeed.ca, monster.ca, simplyhired.ca, and jobbank.gc.ca</li> <li>Creating a profile and applying for a position on a company site</li> </ul>
<b>Know Your Rights at Work</b>	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"> <li>What the ESA says about hours of work, wages and deductions, overtime, public holidays, leave, termination notice and pay</li> <li>Your rights &amp; responsibilities regarding disclosing your vaccination status at work</li> </ul>
<b>LinkedIn 1: Create an Effective Profile</b>	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"> <li>Main features of LinkedIn and how to build your LinkedIn profile</li> <li>Tips on the keywords you should list in your titles and work experience</li> <li>Why LinkedIn is an effective networking tool for everyone – even if you are not looking for a job</li> </ul>
<b>LinkedIn 2: Optimize Your Job Search</b>	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"> <li>Strategies for connecting with others, expanding your network, and adding value to your connections</li> <li>How to optimize your feed and engage with content to get noticed</li> <li>Easy and effective ways to get started with creating your own content</li> </ul>
<b>Preparing for Your Interview</b>	Join us at this workshop to learn tips for acing your next job interview. All jobseekers are welcome.	<ul style="list-style-type: none"> <li>Common interview questions and follow up after the interview</li> <li>Positive first interview impression and a positive lasting impression</li> </ul>
<b>Power Your Job Search with ChatGPT</b>	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"> <li>How to craft AI-generated cover letters, resumes, and interview preparation materials which impress employers</li> <li>Leverage ChatGPT to enhance networking efforts through captivating LinkedIn profiles and personalized outreach messages</li> </ul>
<b>Resume – Employers' Perspective</b>	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"> <li>Practicing looking at the resume from the perspective of an employer</li> <li>Analyzing a job posting to identify what an employer is looking for</li> <li>Strategies to target your resume to an employer's needs</li> <li>Guidelines for creating a resume that reflects the value you bring to an</li> </ul>
<b>The Proactive Job Search</b>	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"> <li>Scripts you can use with employers to follow-up</li> <li>Sample timelines of recruiting processes</li> <li>Informational interviews and coffee chats</li> </ul>
<b>Write an Effective Cover Letter</b>	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"> <li>The purpose and importance of a cover letter</li> <li>The main sections of a cover letter</li> <li>Types of cover letters and the best type appropriate for you</li> </ul>