



# GOODWILL EMPLOYMENT SERVICES JANUARY 2012

2425 Eglinton Avenue East, Suite 303, Scarborough, ON M1K 5G8  
**Tel: 416-285-4320 Fax: 416-285-4360**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
1	2  <b>Holiday</b>	3 <b>Job Search</b> 10:00am- 11:30 am	4 <b>Resume Review</b> 1:30 . 3:00 pm R/I	5 <b>Resume Writing</b> 1:30-3:00 pm	6	7
8	9 <b>Resume Review</b> 9:00am-11:00am R/I ***** <b>MS word Level-1</b> 4:00-5:00 pm	10 <b>Interview Fundamentals</b> 1:30-3:00 pm	11 <b>Newcomer-Employment in Ontario</b> 1:30-3:00 pm Guest Speaker (OCASI)	12 <b>SEB Orientation</b> 1:30-3:00 pm Guest Speaker	13 <b>Labour Market</b> 10:00-11:30am	14
15	16 <b>Resume Review</b> 9:00am-11:00am R/I	17 <b>Resume Writing</b> 10:00am- 11:30 am	18 <b>Resume Review</b> 1:30 . 3:00 pm R/I	19 <b>Career Exploration</b> 1:30-3:00 pm	20	21
22	23 <b>Resume Review</b> 9:00am-11:00am R/I ***** <b>MS word Level-2</b> 4:00-5:00 pm	24 Financial Literacy 1:30-3:00pm Guest Speaker	25 <b>Resume Review</b> 1:30 . 3:00 pm R/I	26 <b>Job Search</b> 1:30pm- 3:00 pm	27	28
29	30 <b>Resume Review</b> 9:00am-11:00am R/I	31 <b>Social Media Network</b> 1:30pm- 3:00pm Guest Speaker				

Please Note: Resume Critique Sessions will be offered every **Monday** from 9:00-11:30am and **Wednesday** from 1:30 . 3:00 pm by appointment **ONLY**.  
 To register or for more information please call 416-285-4320 ext. 221



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### WORKSHOP DESCRIPTIONS

<b>Job Search</b>	This workshop is designed to help participants develop the essentials of job searching, focusing on skills needed to find employment and other available resources.
<b>Resume Writing</b>	Obtain the basic principles on how to create and write your own resume. Learn about the different types of resumes and select a resume that will sell your strengths and qualifications and ultimately get you the right job.
<b>Resume Review</b>	One-on-one resume review sessions are provided to help clients update, format or enhance their resumes based on individual needs.
<b>Interview Fundamental</b>	Learn in advance how to prepare for an interview and set yourself apart from other candidates who are interviewing for the same job.
<b>MS Word level I-II</b>	Expand your skills in MS Word. Learn how to format and add features that give your resume a professional look.
<b>Labour Market Information</b>	Looking for facts and figures on the labour market? Are there any trends that could affect your occupation? This workshop will provide you with the most current labour market information and resources.
<b>Career Exploration</b>	If you're not sure what kind of a <b>career</b> you want, then this workshop is for you as it's all about finding the right <b>career</b> . This includes links to job market resources, employment skills, career navigation, etc.
<b>Social Media</b>	Social media offers various online technology tools that will enable you to communicate via the internet and share career related information.
<b>SEB program</b>	Gain information regarding the SEB program that's geared to assist clients with the development and implementation of their business plans to become self-employed.
<b>Financial Literacy</b>	This workshop covers topics that will provide participants with the ability to make appropriate decisions in managing personal finances
<b>Newcomer- Employment in Ontario</b>	A guest speaker from the Ontario Council of Agencies will provide information on: <ul style="list-style-type: none"><li>▪ How to find settlement agencies through your local community</li><li>▪ How to get back into your profession or trade</li><li>▪ Job searching and what role networking and volunteering can play</li><li>▪ Employment information on the Settlement.Org web site</li><li>▪ Where to find information in different languages (<b>InMyLanguage.org</b>)</li></ul>

