



Hours of Operation
Monday, Wednesday, Thursday and Friday 9:00 a.m. – 4:00 p.m.
Tuesday 9:00 a.m. – 7:00 p.m.
CLOSED BETWEEN 12:00P.M. – 1:00P.M.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>The Resource & Information Centre is closed from 12:00 p.m. – 1:00 p.m. daily</p>			1 Group Intake Session 10:00 a.m. – 11:00 a.m.	2 Second Career Information Session 10:00 am -12.00 p.m.
5 Developing Your Resume 2:00 p.m. - 4:00 p.m. Group Intake Session 2:00 p.m. to 3:00 p.m.	6 Evening hours open until 7pm	7 Group Intake Session 10:00 a.m. – 11:00 a.m. Self Employment Information Session 2:00 p.m. – 4:00 p.m.	8 Developing Your Cover Letter 10 a.m. – 12:00 p.m. Group Intake Session 10:00 a.m. – 11:00 a.m.	9 Labour Market Information Service Canada Presentation 10:00 a.m. – 12:00 p.m.
12 Interview to Win 2:00 p.m. – 4:00 p.m. Group Intake Session 2:00 p.m. to 3:00 p.m.	13 Know Your Rights in the Workplace Toronto Workers' Health & Safety Legal Clinic 10:00 a.m. – 12:00 p.m. Evening Hours open until 7pm	14 Group Intake Session 10:00 a.m. – 11:00 a.m. Newcomer Services Information Session 2:00 p.m. – 4:00 p.m.	15 Group Intake Session 10:00 a.m. – 11:00 a.m. Second Career Information Session 1:30 pm -3:30 p.m.	16
19 Group Intake Session 2:00 p.m. to 3:00 p.m.	20 How to Find a Job Using Social Media 2:00 p.m. – 4:00 p.m. Evening Hours open until 7pm	21 Group Intake Session 10:00 a.m. – 11:00 a.m.	22 Cold Calling and Networking 10:00 a.m. - 1:00 p.m. Group Intake Session 10:00 a.m. – 11:00 a.m.	23 
26 JobStart Closed 	27 JobStart Closed 	28 JobStart Open Regular Hours 9:00 a.m. – 5:00 p.m.	29 JobStart Open Regular Hours 9:00 a.m. – 5:00 p.m.	30 JobStart Closed 

To register call: 416-231-2295, ext. 5722 or visit our website: www.jobstartworks.org
219 Dufferin St. Building #201, Ground Floor – Suite 1C, Toronto, ON M6K 3J1



JobStart Employment Workshop Description

Group Intake Session	Attend this session to find out about the variety of JobStart employment services available to anyone 16 years or older. which are available to you.
Second Career Information Session	For individuals unemployed and laid off on or after January 1, 2005. If you are eligible, you may be able to apply to participate in a skills training program. Attend the session to find out if you meet eligibility and suitability criteria.
Developing Your Resume	You will learn how to create a resume targeted to a specific occupation. Find out what goes in a resume; discover your transferable skills. You will explore the different types of resumes.
Self Employment Information Session	Are you interested in self employment but don't know where to start? Attend this session to find out about the various programs and options available to help you get your business off the ground.
Developing Your Cover Letter	Learn how to create a cover letter to help you get that all important interview!
Service Canada Presents Labour Market Information	Liam Doherty from Service Canada explains how federal Labour Market Information websites (labourmarketinformation.ca and workingincanada.gc.ca.) will help you in your job search.
Interview To Win	Explore the role and importance of the interview in the job search process. Learn practical tips, techniques and strategies.
Know Your Rights In The Workplace	Carl Kaufman, Community Legal Worker with Toronto Workers' Health & Safety Clinic, discusses health and safety problems at work as well as other areas of workplace law including employment standards, wrongful dismissal, human rights, Canada Pension Plan disability, employment insurance sick benefit, WSIB.
Newcomer Services Information Session	This workshop will discuss JobStart services designed for newcomers including the Mentoring Partnership, community resources available, and the Job Search Workshop program covering topics such as pre-employment job search assistance, Canadian employment standards and expectations and how to succeed in the Canadian job market. The workshop will benefit permanent residents, landed immigrants and convention refugees.
How To Find a Job Using Social Media	It's not what you know but who you know. Having a personal connection is the key to opening the door to your future employer. Social recruiting is new and popular. Eighty per cent of Canadian employers said they would use or are planning to use social media sites to search for potential candidates. Is your online profile ready for social recruiting?
Cold Calling & Networking	Cold calling for jobs can be a nerve wracking experience. You will learn tips on how to cold call with confidence.

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