

August 2021 Virtual Workshops

ITO 2.0 Employment Services
613-688-0440 / Ottawa West
YSB Employment Services
613-236-8244 / Ottawa South

To register for these events please click on the links provided or visit our website: www.ysbes.ca and select "Online Workshops".

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
CIVIC HOLIDAY OFFICES CLOSED	10:00 AM Virtual Resume Strategies		10:00 AM Virtual Identifying the Hidden Job Market 1:30 PM Virtual Youth Series: Resume/Cover Letter	
9	10	11	12	13
10:00 AM Virtual Employment Ontario Orientation 1:30 PM Virtual Second Career Information Session		10:00 AM Virtual Preparing for a Behavioural Interview	10:00 AM Virtual Second Career Financial Forms Overview	
16	17	18	19	20
10:00 AM Virtual Second Career Information Session 1:30 PM Virtual Youth Series: Job Searching	1:30 PM Virtual Resume Strategies		10:00 AM Virtual Conflict in the Workplace	
23	24	25	26	27
10:00 AM Virtual Employment Ontario Orientation 1:30 PM Online Second Career Information Session	1:30 PM Virtual Preparing for a Behavioural Interview	1:30 PM Virtual Industry Insights: TBD	10:00 AM Virtual Second Career Financial Forms Overview 1:30 PM Virtual Youth Series: Job Retention	
30	31			
10:00 AM Virtual Second Career Information Session 1:30 PM Virtual Youth Series: Interview Skills	10:00 AM Virtual Resume Strategies			

ITO2.0 Employment Services and YSB Employment Services - August 2021 Calendar of Events

Event	Description
Online Resume Strategies	Having a resume that is effective and stands out amongst the hundreds of applicants for every job is critical in today's ever toughening job market. Equally important is knowing where to search for upcoming opportunities before they appear on job boards and career pages. This on-line session covers what every resume should contain to stand out in recruiter's databases and who to target for upcoming contracts and jobs.
Preparing for a Behavioural Job Interview	A year into the pandemic, employers have moved their interview process online. This Behavioral Interview session covers the new world of on-line job interviews and how to apply the old rules of preparing answers for common situational based questions. This on-line Behavioral Interview session will explain what employers are expecting to hear (and see!) and how you can make your responses stand out in job interviews.
Second Career Financial Forms Overview	The Second Career Financial Assessment online session will take interested applicants through an explanation of the application process and answer related questions they may have. It will cover what information potential clients need to provide and how to document it in the Second Career paperwork. This session is the companion session to the Information session, which provides details about qualifications for Second Career.
Second Career Information Session	Laid off? Take a seat and find out what is next. Second Career is an Employment Ontario program that helps you train for a new job. It provides financial support to help Laid-off Ontarians participate in training for a new career. This on-line session will explain the Second Career program, who can apply, what kind of supports are available and how to begin the process
Conflict in the Workplace	Conflict is an inevitable part of the workplace today. Disagreements with co-workers and managers over an approach, a deadline, or a process require a steady and calm approach to bring about a satisfactory conclusion. During the interview process employers will try to identify your conflict resolution style and see how you will deal with their challenging workplace if they hire you. This online session will identify different types of workplace conflicts and how to prepare responses on the subject in your next job interview.
Employment Ontario Service Orientation Session	Need assistance in your job search? Employment Ontario offers employment coaching, resume review, assistance in preparing for job interviews and assessment for possible retraining into a new career. This online session provides an overview of all Employment Ontario programs and how to access them to help you find the job you are looking for.
Identifying the Hidden Job Market	Having an effective resume is only the first step in a successful job search. There are still enormous numbers of applicants for every advertised posting. A key strategy is to identify opportunities before jobs start appearing on Career pages & job boards. This on-line session will walk you through the steps (and web sites) recruiters tap into to identify future opportunities. You can use the same steps to identify your next job.