

Employment Workshops



Did you know the Better Jobs Ontario supports eligible Ontarians participate in training for a new career? Register for our **"Better Jobs Ontario Information Session"** to learn if this program is right for you.

All workshops are 1 hour in length and delivered virtually on the Teams.

1	2	3	4	5
Civic Holiday Office Closed	Better Jobs Ontario (Formerly Second Career) Information Session 10:00am – 11:00am (Virtual)		Better Jobs Ontario (Formerly Second Career) Financial Forms Overview 10:00am – 11:00am (Virtual)	Career Cruising 1:30pm - 3:00pm (Virtual)
8	9	10	11	12
	How Employers See Your Resume and Cover Letter 1:30pm – 2:30pm (Virtual)		How to Ace Your Next Interview 1:30pm – 2:30pm (Virtual)	Apprenticeship Workshop 10:00am – 11:30am (Virtual)
15	16	17	18	19
	Better Jobs Ontario (Formerly Second Career) Information Session 1:30pm – 2:30pm (Virtual)		Better Jobs Ontario (Formerly Second Career) Financial Forms Overview 1:30pm – 2:30pm (Virtual)	Career Cruising 1:30pm - 3:00pm (Virtual)
22	23	24	25	26
MS Word 1:30pm - 3:00pm (Virtual)	How Employers See Your Resume and Cover Letter 10:00am – 11:00am (Virtual)	Social Media 1:30pm - 3:00pm (Virtual)	How to Ace Your Next Interview 10:00am – 11:00am (Virtual) MS Excel 1:30pm - 3:00pm (Virtual)	MS Excel 2 1:30pm - 3:00pm (Virtual)
29	30	31		
	Better Jobs Ontario (Formerly Second Career) Information Session 10:00am – 11:00am (Virtual)	Alterna Savings: Financial Literacy and Budgeting 1:30pm – 2:30pm (Virtual)	To register for our upcoming events please go to: www.ysbes.ca/events	

YSBES 1355 Bank Street, Suite 703 Ottawa, ON K1H 8K7 613-236-82444 ysbesreception@ysb.ca	:ITO2.0 301 Moodie Drive, Suite 203 Ottawa, ON K2H 9C4 613-688-0440 itoesreception@ysb.ca
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YSB Employment Services and :ITO2.0 Employment Services May 2022 Event Calendar Description

Event	Description
Alterna Savings Financial Literacy and Budgeting	A representative from Alterna Savings will be presenting how budgeting is the fundamental step in achieving financial literacy and by extension, reaching financial security and freedom.
Better Jobs Ontario (Formerly Second Career) Information Session	Better Jobs Ontario helps you train for a new job. It provides financial support to help eligible Ontarians participate in training for a new career. This on-line session will explain the Better Jobs Ontario program, who can apply, what kind of supports are available and how to begin the process.
Better Jobs Ontario (Formerly Second Career) Financial Forms Overview	Better Jobs Ontario 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. This session is the companion session to the Information session, which provides details about qualifications for Better Jobs Ontario.
How Employers See Your Resume and Cover Letter	Having a resume that is effective and that stands out amongst the hundreds of applicants is critical in today's job market. This virtual session covers what every resume should contain to stand out. The session also includes how to create a great first impression with your cover letter.
How to Ace Your Next Interview	This session covers the new world of on-line job interviews and how to apply the old rules of preparing answers for common behavioural based questions. In addition, we will review what employers are expecting to hear (and see!) and how you can make your responses stand out in job interviews.
Community Partner Events	
Apprenticeship Workshop	Learn about skilled trades and apprenticeship, including how to get started in the trades and active job search techniques.
Career Cruising	Career Cruising helps users find relevant careers and information about required training.
MS Excel	Introduction to MS Excel
MS Excel 2	Learn how to create visual representations of your Excel data, how to use Pivot tables, and explore various Excel functions.
MS Word	Introduction to MS Word.
Social Media	How to use Social Media as a job search tool.

www.ysbes.ca

