


November 2009

JohnHoward

SOCIETY OF DURHAM REGION

136 Commercial Avenue
AJAX, ON
905-427-8165

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 F	2 Job Search Strategies 2 - 3:30 pm	3 Résumé Development 10 am	4 Smart Serve 1:00 - 4:00 pm Resume Dev 5 -6:30 pm	5	6	
8 R	9 Interview Skills 2 - 4 pm	10 Résumé Development 10 am	11 [Office Closed] <i>Remembrance</i>  Day	12	13 Basic Computer Internet & Email 2 - 3 pm	14
15 E	16 Job Search Strategies 2 - 3:30 pm	17 Résumé Dev 10 am TradeWorx 9:30-10:30 am	18 Smart Serve 1:00 - 4:00 pm Resume Dev 5 -6:30 pm	19	20	21
22 E	23 Interview Skills 2 - 4 pm	24 Résumé Development 10 am	25 Smart Serve 1 - 4 pm Resume Dev 5 -6:30 pm Apprenticeship Info Session 4:00 - 5:30 pm	26	27 Basic Computer Internet & Email 2 - 3 pm	28
29 E	30 Job Search Strategies 2 - 3:30 pm					EMPLOYMENT ONTARIO <small>Ontario's employment & training network</small>

Monday, Tuesday & Thursday: 8:30-5:00 pm Wednesday: 8:30-7:00 pm Friday: 8:30-4:00 pm

Info Sessions 2009

Employment Resource Centre - Ajax

Resume Workshop

Free

Create the ultimate resume to suit your background. You will leave this workshop with a professional resume and tips you need to feel confident when revising your resume in future.

Job Search Strategies

Free

Not sure where to begin your job search? Getting no response from job advertisements? This workshop provides information and strategies to access the hidden job market and have greater success when applying to advertised jobs.

General TradeWorx

Free

Is apprenticeship really for you? How do you find a job in the trades? Join this workshop to help answer your questions about trades and apprenticeship.

Basic Computer Skills

Free

This workshop will give participants with no computer experience the knowledge they need to use computers and the Internet in their job search. Topics include: introduction to the desktop, word processing, use of the mouse, Internet & E-mail account, and posting resumes online.

Interview Skills

Free

Tips to help ease your nervousness when meeting with employers. Learn about interview do's & don'ts, examine sample interview questions and learn how to conduct yourself professionally in an interview and on the job.

Customer Service Training

Come learn strategies on customer service protocol! Share experiences and discuss different approaches to providing excellence in customer service. A Certificate is presented upon successful completion of this program.

Smart Serve Training

Responsible alcohol beverage workshop for anyone working as a server, bartender, door man or where alcohol is sold and served. A certificate is presented upon successful completion of the Smart Serve Test.

Cost is \$40

Every Wednesday

1:00 - 4:00 pm

Please telephone or drop in to register or get more information

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JHS Employment Services

136 Commercial Ave. Ajax, ON

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Friday: 8:30 - 4 pm