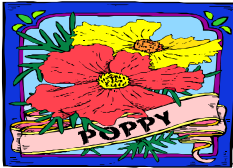


**November 2009**

# JohnHoward

SOCIETY OF DURHAM REGION

**105 Consumers Dr. Unit 12  
Whitby, ON  
905-666-8847**

	Monday	Tuesday	Wednesday	Thursday	Friday	
<b>F R E E</b>	2 <b>Resume Development</b> 9:30-11:30	3 <b>TradeWorx</b> 1:00-2:30	4 <b>Computer Skills Part 1</b> 1:00-3:00	5 <b>Interview Skills</b> 1:00-3:00	6 <b>Smart Serve</b> 1:00-4:00	
	9 <b>Resume Development</b> 1:00-3:00	10 <b>TradeWorx</b> 1:00-2:30	11 <b>Office Closed</b> 	12 <b>Job Search Strategies</b> 9:30-11:30	13 <b>Smart Serve</b> 1:00-4:00	
	16 <b>Resume Development</b> 9:30-11:30	17 <b>TradeWorx</b> 1:00-2:30	18 <b>Computer Skills Part 1 1-3pm</b> Parent Information Night 5-7pm	19 <b>Interview Skills</b> 9:30-11:30	20 <b>Smart Serve</b> 1:00-4:00	
	23 <b>Resume Development</b> 1:00-3:00	24 <b>TradeWorx</b> 1:00-2:30	25 <b>Computer Skills Part 2</b> 1:00-3:00	26 <b>Job Search Strategies</b> 1:00-3:00	27 <b>Smart Serve</b> 1:00-4:00	
	30 <b>Resume Development</b> 9:30-11:30					<b>EMPLOYMENT ONTARIO</b> <small>Ontario's employment &amp; training network</small>

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

# October Workshops

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## Employment Resource Centre – Whitby

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105 Consumers Drive Unit#12

905-666-8847

### **Effective RESUME Workshop**

Create an effective resume to enable you to entice employers to hire you! Inspiration is acquired through a direct approach in formulating a resume that condenses your skills and experience into a workable resume that is results driven.

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### **Strategic JOB Search**

Quit wasting your time looking for a job that does not suit your expertise. Focus in on what you want to do and start implementing your strategic hunt for the job you would like to have. This workshop concentrates on individual needs and provides a directive approach to job hunting.

**\* Inquire @ Front Desk\***

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### **TradeWorx**

Is apprenticeship right for you? Join this workshop and find out if apprenticeship is the road you would like to take to secure employment in a particular trade. We will help answer your questions about trades and apprenticeship and explore the many options it entails.

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### **Computer Skills Workshop Part 1 and 2**

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. We highly recommend that you come prepared to take notes and ask questions so we can troubleshoot together.

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### **Interview Skills**

We will provide you with tips to help ease your tension when meeting with potential employers. Learn how to present yourself well and role play sample interview questions and learn how to conduct yourself professionally in an interview and on the job.

**\*Registration Required\***

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### **Smart Serve Training**

Smart Serve is a responsible alcohol beverage service training workshop for anyone working or planning to work as a server, bartender, door man or where alcohol is sold and served in a food & beverage establishment. A certificate is presented upon successful completion of the Smart Serve. Please check calendar for our available dates.

**\*Cost: \$40.00 – receipts available\***

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**EMPLOYMENT  
ONTARIO**  
Ontario's employment & training network

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