





# LEF Workshop Schedule

116 Industry Street Toronto, ON  
(416) 769-0830

For more information or to register:  
Please email [jsousa@lefca.org](mailto:jsousa@lefca.org)

## March 2019

Web: [www.lefca.org](http://www.lefca.org)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p><b>4</b></p> <p><b>Citizenship Test Preparation Classes</b> 6:00pm to 8:00pm 430 Burnhamthorpe Road Eatonville Library</p> 	<p><b>7</b></p> <p><b>Job Search Tips for Youth</b> At Weston Road (1267 Weston Road) 5:00pm to 7:00pm</p>	<p><b>8</b></p> <p><b>Independent Job Search</b></p>	<p><b>9</b></p> <p><b>Free Income Tax Preparation</b> 10:00am to 4:00pm <b>Basic Computer Skills Classes</b> (Advance Registration) 10:00am to 12:00pm <b>Certificate of Attendance will be Provided</b></p>		
<p><b>11</b></p> 	<p><b>12</b></p> <p><b>Professional Resume Writing</b> 10:00am to 12:00pm Room: Fergy Brown</p>	<p><b>13</b></p> <p><b>The Importance of a Strong 30 Second Commercial to Help Land that Interview</b> 10:00am to 11:30am Room: Fergy Brown</p>	<p><b>14</b></p> <p><b>Bell Technical Solutions Student Career Fair</b> 10:00am to 2:00pm Ages 18 to 25</p> 		
<p><b>18</b></p> <p><b>Citizenship Test Preparation Classes</b> 6:00pm to 8:00pm 430 Burnhamthorpe Road Eatonville Library</p> <p><b>Wide Horizon Skills for Social Entrepreneurs</b> 9:30am to 12:00pm Room: Biindigen</p>	<p><b>20</b></p> <p><b>Debt Management Strategies</b> 2:30pm to 4:40pm Room: Fergy Brown</p>	<p><b>21</b></p> <p><b>Interview Techniques</b> At Weston Road (1267 Weston Road) 5:00pm to 7:00pm</p> 	<p><b>22</b></p> <p><b>Benefits of Presto on the TTC</b> 10:00am to 12:00pm Room: Biindigen</p> <p><b>What Funding is Available for Higher Education</b> 1:00pm to 2:30pm Room: Biindigen</p>	<p><b>23</b></p> <p><b>Free Income Tax Preparation</b> 10:00am to 4:00pm</p> <p><b>LinkedIn Crash Course with Professional Profile Photos</b> 10:00am to 2:00pm</p>	
<p><b>25</b></p> <p><b>Citizenship Test Preparation Classes</b> 6:00pm to 8:00pm 430 Burnhamthorpe Road Eatonville Library</p>	<p><b>26</b></p> <p><b>Canadian Citizenship Application Assistance</b> 10:00am to 2:00pm (By Appointment Only) Call: 416-769-0830</p> 	<p><b>28</b></p> <p><b>Networking with an Employer</b> At Weston Road (1267 Weston Road) 5:00pm to 7:00pm</p>	<p><b>30</b></p> <p><b>Free Income Tax Preparation</b> 10:00am to 4:00pm <b>Basic Computer Skills Classes</b> 10:00am to 12:00pm <b>Certificate of Attendance will be Provided</b></p>		

# Workshop Descriptions

<b>Professional Resume Writing</b>	This workshop will help you understand the styles of resumes for the work field, what should you include on a resume to get an employer's attention, capture their interest, promote your most desirable skills and motivate them to take action by inviting you to an interview
<b>Wide Horizon Skills for Social Entrepreneurs</b>	Business idea? This workshop is for you. Learn what a Social Enterprise means, and how you can make your business into a Social Enterprise. Also how to get started and the benefits of a Social Enterprise.
<b>Free Income Tax Clinic</b>	A volunteer organization where income tax returns are prepared for qualifying low income tax payers.
<b>Basic Computer Skills Classes</b>	Learn basic computer skills to help with connecting with employers and with landing administrative jobs
<b>The Importance of a Strong 30 Second Commercial</b>	When meeting new individuals in a professional setting, such as networking events and career fairs, it is important to make a strong first impression.
<b>Benefits of Presto on the TTC</b>	PRESTO is an electronic payment system that makes travelling on transit faster and easier by eliminating the need for tickets, tokens, pass and cash.
<b>What Funding is Available for Higher Education</b>	Understanding the higher education funding system that we have in Canada. Learn different funding that may be available for your education.
<b>LinkedIn Crash Course With Professional Profile Photos</b>	Learn how to make the most of new LinkedIn photo filters and editing ... a great profile photo to make sure you look your best professionally.
<b>Citizenship Application Renewal Assistance</b>	Do you need help applying for Citizenship? We can provide you with the information and tools to help you through the application process.
<b>Debt Management Strategies</b>	Debt solutions and strategies to get out of debt can vary for everyone, however, the sooner someone is able to deal with their debt, the more options they generally have available to them.