



LEF Workshop Schedule

116 Industry Street Toronto, ON

**EMPLOYMENT
ONTARIO**

Funded by: Financé par :
 Immigration, Refugees and Citizenship Canada Immigration, Réfugiés et Citoyenneté Canada

The Learning Enrichment Foundation is committed to complying with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodations to participate in these events, please contact: jsousa@lefca.org
 LEF is A Scent Free Facility

For more information or to register:
 Please email jsousa@lefca.org
 Call: 416-769-0830

September 2018

Web: www.lefca.org - Follow us



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3 Labour Day LEF Closed	4 Language Training Program Starts Monday to Friday 9:00am to 2:30pm Welcome Back	5 Hospitality Training Begins Work Experience Persons with Disability Program Begins	6 Second Career Assessment	7 Independent Job Search	8 Visual Art Club 9:00am – 12:00pm 1267 Weston Road
10 Early Childhood Assistant Training Begins 9:00am to 5:00pm Citizenship Preparation Classes 1267 Weston Road 5:00pm to 7:00pm	11 Citizenship Preparation Classes 1267 Weston Road 5:00pm to 7:00pm	12 Citizenship Preparation Classes 1267 Weston Road 5:00pm to 7:00pm	13 Citizenship Preparation Classes 1267 Weston Road 5:00pm to 7:00pm	14 Citizenship Preparation Classes 1267 Weston Road 5:00pm to 7:00pm	15 Visual Art Club 9:00am – 12:00pm 1267 Weston Road

Employment Week

17 Business Letter Writing 10:00am to 12:00pm Typing Business Letter Computer Lab 1:00pm to 3:00pm	18 Create Professional Brand 10:00am to 12:00pm Typing 30 Second Pitch Computer Lab 1:00pm to 3:00pm	19 Resume Review 10:00am to 12:00pm Resume Optimization 1:00pm to 3:00pm	20 Cold Calling/Networking 10:00am to 12:00pm Job Search 1:00pm to 3:00pm	21 Ace your Interviews 10:00am to 12:00pm Mock Interview 1:00pm to 3:00pm	22 Visual Art Club 9:00am – 12:00pm 1267 Weston Road
24 Industrial Skills Begins	25 Working in Ontario-Rights and Responsibilities 10:00am to 12:00pm Basic Computer Classes 1:00pm to 3:00pm	26 Leadership Skills 9:00am to 12:00pm Employment Fair 10:00am to 2:00pm Basic Computer Classes 1:00pm to 3:00pm	27 Smart Ways to Budget Your Money 10:00am to 12:00pm Basic Computer Classes 1:00pm to 3:00pm	28 How to Cope with Stress 10:00am to 12:00pm Basic Computer Classes 1:00pm to 3:00pm	29 Visual Art Club 9:00am – 12:00pm 1267 Weston Road

Workshop Descriptions

Independent Job Search	Come in and access LEF's resources (computer, fax, printer, job board) and connect with a Client Engagement Worker for Assistance with job searching, settlement, language instruction etc
Resume Writing	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
Basic Computer Course	Basic computer course is for clients who would like to learn basic skills and knowledge using Microsoft Word
Interview Skills	Your resume will motivate employers to invite you to the interview – the time to prepare for interviews is now! Learn how to confidently present yourself in an interview and positively describe your skills and experience in order to get the job
Citizenship Preparation Classes	To become a citizen, you'll need to take a Canadian Citizenship test to meet the knowledge requirement for citizenship. You'll need to answer questions about Canada's history, geography, political system, national symbols, identity and values, and of the rights and responsibilities of citizenship
Second Career Assessment	Second Career provides Ontario laid-off workers with skills training to help them find jobs in high-demand occupations. Second Career is a cost sharing grant program administered by the Ontario Ministry of Training, Colleges and Universities and is provided on the basis of need, so you may be asked to contribute what you can to your training or education
Changes to Worker's Rights in Ontario	Learn the new changes to worker's rights in Ontario with Bill 183 as there have been a few changes to worker's rights and it's important for employees to understand these new changes
Leadership Skills	Concept that supports the efforts of employees to split their time and energy between work and the other important aspects of their lives
Smart Ways to Budget Your Money	Learn the tips and tools on how to control your financial situation and improve your credit score
How to Cope with Stress	One is being able to tolerate stress : to function reasonably well in stressful situations and get through them. The second part is recovering: getting back to normal when the stressful situation is over. Good coping skills prevent stress from getting us down and help us thrive, even in challenging times.
Business Letter Writing	A business letter is usually a letter from one company to another, or between such organizations and their customers, clients and other external parties
Create Professional Brand	Your professional brand is a reflection of how people perceive you and what you are known for
Employment Fair	Employment Fair is an event at which people looking for employment can meet potential employers and get information about their company and what the employers are looking in employees