



FAMILY SERVICES of PEEL  
Since 1971



# Family Services of Peel – Employment Ontario

## DECEMBER 2019 WORKSHOP CALENDAR

**EMPLOYMENT  
ONTARIO**

Your job is out there. We'll help you find it.

Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>2</b></p> <p><b>Second Career Information Session</b> 9:30am – 12:30pm</p>	<p><b>3</b></p> <p><b>Understanding Job Postings and Online Applications</b> 1:00pm – 4:00pm</p>	<p><b>4</b></p> <p><b>Job Search Strategies</b> 9:30am – 12:30pm</p>	<p><b>5</b></p> <p><b>R &amp; I</b> <b>20 Minute Résumé Critique</b> 1:30pm – 3:30pm <i>For clients who are not working with a Career Coach</i></p>	<p><b>6</b></p>
<p><b>9</b></p> <p><b>Succeeding in the Workplace</b> <i>(Assertive Communication, Conflict Resolution, Etiquette and Culture)</i> 9:30am – 1:00pm</p>	<p><b>10</b></p> <p><b>Résumé and Cover Letter</b> 9:30am – 12:30pm</p>	<p><b>11</b></p>	<p><b>12</b></p> <p><b>Interviewing Techniques (Part A)</b> 9:30am – 12:30pm</p>	<p><b>13</b></p> <p><b>Interviewing Techniques (Part B)</b> 9:30am – 1:00pm</p>
<p><b>16</b></p> <p><b>R &amp; I</b> <b>20 Minute Résumé Critique</b> 1:30pm – 3:30pm <i>For clients who are not working with a Career Coach</i></p>	<p><b>17</b></p> <p><b>Customer Service Training (Certificate Provided)</b> 10:00am – 12:30pm</p>	<p><b>18</b></p>	<p><b>19</b></p> <p><b>Beginner's Guide to LinkedIn</b> 9:30am – 12:30pm</p>	<p><b>20</b></p> <p><b>Résumé and Cover Letter</b> 1:30pm – 4:30pm</p>
<p><b>23</b></p> <p> <b>Customer Appreciation</b> Come and enjoy some holiday cheer with our staff &amp; fellow job seekers! Beverages &amp; snacks provided 10:00am – 12:00pm</p>	<p><b>24</b></p>	<p><b>25</b></p> <p><b>Christmas OFFICE CLOSED</b></p>	<p><b>26</b></p> <p><b>Boxing Day OFFICE CLOSED</b></p>	<p><b>27</b></p>
<p><b>30</b></p> <p><b>Job Search Strategies</b> 9:30am – 12:30pm</p>	<p><b>31</b></p>	<p></p>		

Workshops are open to registered clients. To register with our program, please visit our office on Monday to Friday, from 9:00am – 4:00pm, to conduct an intake. Registered clients must sign-up for workshops, so please call (905) 366-0322 to hold a spot. **As a courtesy to others, please be on time.** All workshops are held at 640 Eglinton Avenue West, Unit 201, Mississauga (No Frills Plaza, 2<sup>nd</sup> Floor).