

# MICROSKILLS EMPLOYMENT SERVICES (Brampton)

Monday to Friday , 9:00 a.m. to 8:30 p.m. | Saturday, 10:00 a.m. to 5:30 p.m. | Sunday, 11:00 a.m. to 4:30 p.m.



	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
							1 <b>Closed</b>
2	<b>Closed</b>	3 Resume Writing Skills 1:30 pm - 3:30 pm	4 One -on -One Job Search Coaching 11:00 am - 2:00 pm <b>PLEASE REGISTER IN ADVANCE</b>	5 Resume Critique 1:00 pm - 4:00 pm <b>PLEASE REGISTER IN ADVANCE</b>	6 Information Session 1:30 pm - 2:30 pm	7 One -on -One Job Search Coaching 10:30 am - 12:30 pm <b>PLEASE REGISTER IN ADVANCE</b>	8 How to Set-up an E-mail Account 2:30 pm – 4:30 pm <b>PLEASE REGISTER IN ADVANCE</b>
9	Creating Networking Cards 1:30 pm - 3:00 pm	10 Preparing for Interviews 1:30 pm - 3:30 pm	11 One -on -One Job Search Coaching 11:00 am - 2:00 pm <b>PLEASE REGISTER IN ADVANCE</b>	12 Resume Critique 1:00 pm - 4:00 pm <b>PLEASE REGISTER IN ADVANCE</b>	13 Information Session 1:30 pm - 2:30 pm	14 One -on -One Job Search Coaching 10:30 am - 12:30 pm <b>PLEASE REGISTER IN ADVANCE</b>	15 Typing Tutor Series 1 2:30 pm – 4:30 pm <b>(PLEASE REGISTER IN ADVANCE)</b>
16	Mock Interviews 1:30 pm - 4:00 pm <b>PLEASE REGISTER IN ADVANCE</b>	17 Resume Writing Skills 1:30 pm - 4:00 pm	18 One -on -One Job Search Coaching 11:00 am - 2:00 pm <b>PLEASE REGISTER IN ADVANCE</b>	19 Resume Critique 1:00 pm - 4:00 pm <b>PLEASE REGISTER IN ADVANCE</b>	20 Information Session 1:30 pm - 2:30 pm	21 One -on -One Job Search Coaching 10:30 am - 12:30 pm <b>PLEASE REGISTER IN ADVANCE</b>	22 Internet for Job Serach 2:30 pm – 4:30 pm <b>PLEASE REGISTER IN ADVANCE</b>
23	Video Presentation "The Art of Effective Communication" 1:30 pm - 3:30 pm	24 Preparing for Interviews 1:30 pm - 3:30 pm	25 One -on -One Job Search Coaching 11:00 am - 2:00 pm <b>PLEASE REGISTER IN ADVANCE</b>	26 Resume Critique 1:00 pm - 4:00 pm <b>PLEASE REGISTER IN ADVANCE</b>	27 Information Session 1:30 pm - 2:30 pm	28 One -on -One Job Search Coaching 10:30 am - 12:30 pm <b>PLEASE REGISTER IN ADVANCE</b>	29 Typing Tutor Series 2 2:30 pm - 4:30 pm <b>PLEASE REGISTER IN ADVANCE</b>
30	Creating Networking Cards 1:30 pm - 3:00 pm	31 How to Make Contact with Employers 1:00 pm - 3:00 pm					

## AUGUST 2010 Workshop Schedule

**PLEASE REGISTER IN ADVANCE FOR ALL WORKSHOPS AS SPACE IS LIMITED. INFORMATION SESSIONS DO NOT REQUIRE ADVANCE REGISTRATION.**  
 To register phone (905) 453-5996 ext. 2800 or drop by MicroSkills Employment Resource Centre, 499 Main Street South, Unit #61., Brampton  
 E-mail: [kmcgregor@microskills.ca](mailto:kmcgregor@microskills.ca) / [slyttle@microskills.ca](mailto:slyttle@microskills.ca) | Website: [www.microskills.ca](http://www.microskills.ca)