



## February 2023 Workshop Schedule

The Regional Municipality of Durham, Social Services Department Income and Employment Supports Division  
 Ontario Works 200 John Street West, Oshawa, ON L1J 2B4 Phone: 905-666-6239 or 1-888-721-0622 Fax: 905-432-7602

| Monday  | Tuesday   | Wednesday  | Thursday   | Friday  |
|---|---|--|--|---|
|   |   | <b>1</b><br><b>Employment Interviews</b><br>10:00am to 11:30am<br><b>Managing Anxiety (1 of 8)</b><br>1:30pm to 3:30pm | <b>2</b><br><b>Effective Communication</b><br>1:30pm to 3:00pm<br><b>Taking Your Job Search Online</b><br>1:30pm to 3:00pm<br><b>Wellness Journey “Celebrating Black History Month”</b><br>2:30pm to 4:00pm. | <b>3</b><br><b>Program Information Session</b><br>10:00am to 12:00pm<br>Location: Virtual   |
| <b>6</b><br><b>Resilience: Reboot &amp; Rebuild</b><br>1:30pm to 3:30pm<br><b>Targeting Your Resume</b><br>1:30pm to 3:00pm | <b>7</b><br><b>Reach Beyond (Day 1 of 9)</b><br>9:30am to 12:00pm<br><b>True2Life Lessons (Day 1 of 9)</b><br>9:30am to 12:00pm<br><b>Confidence Boost</b><br>1:30pm to 3:00m<br><b>Tuesdays with Ted</b><br>2:30pm to 4:00pm | <b>8</b>   | <b>9</b><br><b>Tax Time Ready</b><br>1:30pm to 3:30pm<br><b>Wellness Journey “Love &amp; Affection”</b><br>2:30pm to 4:00pm.   | <b>10</b><br><b>Program Information Session</b><br>9:30am to 12:00pm<br>Location: 200 John Street, Oshawa, Upper Level<br><b>Job Search Letters</b><br>1:30pm to 3:00pm |
| <b>13</b><br><b>Goal Setting</b><br>1:30pm to 3:30pm<br><b>Targeting Your Resume</b><br>1:30pm to 3:00pm                    | <b>14</b><br><b>Computer Basics (Day 1 of 6)</b><br>9:30am to 2:00pm<br>Location: 200 John Street, Oshawa, Upper Level<br><b>Tuesdays with Ted</b><br>2:30pm to 4:00pm  | <b>15</b>  | <b>16</b><br><b>Wellness Journey “Family &amp; Beyond: The Ties that Bind”</b><br>2:30pm to 4:00pm.  | <b>17</b><br><b>Budgeting Dollars and \$ense</b><br>10:00am to 12:00pm<br><b>Program Information Session</b><br>10:00am to 12:00pm<br>Location: Virtual                 |
| <b>20</b><br><b>Family Day: Office Closed</b>   | <b>21</b><br><b>Day school &amp; Pathway Program Information Session</b><br>10:00am to 11:00am<br><b>Tuesdays with Ted</b><br>2:30pm to 4:00pm  | <b>22</b>  | <b>23</b><br><b>Wellness Journey “Mindfulness &amp; Relaxation”</b><br>2:30pm to 4:00pm.   | <b>24</b><br><b>Program Information Session</b><br>9:30am to 12:00pm<br>Location: 138 commercial Avenue, Ajax   |
| <b>27</b><br><b>Tax Time Ready</b><br>10:00am to 12:00pm<br><b>Targeting Your Resume</b><br>1:30pm to 3:00pm                | <b>28</b><br><b>Tuesdays with Ted</b><br>2:30pm to 4:00pm   |  |  |   |

If you require this document in an accessible format, please contact 1-800-372-1102 ext. 2805  
 See workshop description below for location

## **Workshop Locations (See Below for Workshop Location)**

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### **Hybrid**

The workshop will be a combination of virtual and in-person workshop locations. You will be notified of the location prior to the start of the workshop.

### **In Person**

The workshop will be held in person at the location identified below.

### **Virtual**

The workshop will be held online in a live virtual environment on the Microsoft Teams platform. Prior to the workshop you will receive an email invite to join.

## **Workshop Description**

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### **A Wellness Journey (Virtual)**

The act of reading and talking about books and stories can help people to achieve a more positive sense of wellness. This session offered every Thursday afternoon is a chance to connect with others, listen to a variety of readings on a different theme each week and share your thoughts in a small group.

### **Budgeting Dollars and \$ense (Virtual)**

Learn why budgets work and how to build a budget that works for you in simple, easy steps.

### **Career Fit (Virtual)**

(Next series runs in March)

This is a six-module workshop offered over six afternoons. Career Fit is designed to help you find your “Career Fit”. Get a better understanding of your values, skills, and personality traits. Use this information to guide you in your career planning process. Learn how to research information related to careers and the labour market.

### **Centennial College Information Session (Virtual)**

Attend this 2-hour session to learn about programs, application process and deadlines to transition to post-secondary studies.

### **Computer Basics (In-person-200 John Street W, Oshawa)**

(Series runs February 14, 15, 16, 21, 22, 23)

Computer Basics is a 6 day in person workshop designed to give you an understanding of the basic functions of a computer, laptop, and smart devices. Topics include Introduction to Windows, Microsoft Word, Teams, ZOOM and Google as well as an introduction to keyboard shortcuts and internet/internet safety.

### **Confidence Boost (Virtual)**

Get a better understanding of confidence and self-esteem. 10 tips to boost your confidence.

### **Day School & Pathways Program Information Session (Virtual)**

Attend this one-hour session to learn about achieving credits towards your high school diploma, upgrading options and specialized training programs through Pathways available at Durham Continuing Education and Archbishop Anthony Meagher Continuing Education Centre’s.

### **Durham College Information Session and Online Tour (Virtual)**

Attend this one-and-a-half-hour session to learn about programs, application process and deadlines to transition to post-secondary studies.

### **Effective Communication (Virtual)**

Tips to help recognize poor communication and how to strengthen your communication skills.

### **Employment Interviews (Virtual)**

Preparing you for a positive interview experience by showing you control, anticipating questions and using a no-fail format for answering questions.

**Fleming College Information Session and Tour (Virtual)**

Attend this 2-hour session to learn about programs, application process and deadlines to transition to post-secondary studies.

**Getting Ahead**

Getting Ahead in a Just Getting' by World is a curriculum that supports people in poverty as they create their own plan for stability. The powerful and very interactive Getting Ahead curriculum studies poverty from an individual and community level.

**Goal Setting (Virtual)**

Explore different types of goals and how to create goals that work.

**Job Search Letters (Virtual)**

Content and examples of Cover Letters follow up letters, Rejection Letters, Thank You letters and notes. Learn their importance and how adding them to your applications makes a difference.

**Managing Anxiety (Virtual)**

(Series runs February 1, 8, 15, 22, March 1, 8, 15, 22)

This is an eight-day series offered every Wednesday afternoon, provides a confidential and safe place to normalize, share and learn about coping with anxiety.

**OSAP Information Session (Virtual)**

Financial Aid Specialist will share the process of funding your post-secondary education through Ontario Student Assistance Program (OSAP) with lots of opportunity to ask questions.

**Program Information (See Calendar above for location)**

General: Learn about Ontario Works programs in this all-in-one session and how to register for them.

**REACH Beyond (Hybrid)**

(Series runs February 7, 8, 9, 14, 15, 16, 21, 22, 23)

An eight session coaching series designed for young adults between the ages of 18-30. This series helps young adults develop techniques and tools for mental health, self-management, and employability. Sessions will run over eight afternoons.

**RentSmart Basics (Virtual)**

In today's challenging rental market, RentSmart Basics prepares renters to find housing and experience successful tenancies. In this workshop series, spread over three mornings, participants learn three Keys to Housing Success.

**Resilience: Reboot & Rebuild (Virtual)**

Comeback from difficulties with tips & techniques that rebuild your resilience. Listen to stories of others who have also suffered setbacks and have had real forward movement in restoring and refreshing their own inner strength.

**Taking Your Job Search Online (Virtual)**

Exploring social media sites as tools for job search as well as some popular local job search sites and how to prep for online interviews.

**Targeting Your Resume (Virtual)**

Going through each section of the resume, discussing how to target your resume and use an effective format to successfully pass screening software.

**Tax Time Ready (Virtual)**

Tax time doesn't have to feel overwhelming. Information, support, and resources to assist you in preparing to file your federal income taxes.

**The SMART Consumer (Virtual)**

In this two-day workshop reflects on making wise choices as a consumer. Learn to recognize advertising influences, discover tips for smart shopping, spot common frauds and scams and understand your consumer rights.

**True2Life Lessons (Virtual)**

(Series runs February 7, 8, 9, 14, 15, 16, 21, 22, 23)

Discover, explore, and engage through nine life lesson modules focused on personal growth, improving relationships and problem-solving abilities. This workshop series will run over nine mornings.

**Tuesdays with Ted (Virtual)**

Spend some time connecting with others and sharing your thoughts in this video chat series. Each week we will present a different topic with a few related videos.

**Workability Coaching Series #200 (Hybrid)**

Trusted information on job search preparation, interview skills and job maintenance in this hybrid series that offers a financial incentive for attendance and a virtual dental screening with subsequent covered treatment plan. Share opinions, perspectives and experiences while receiving support, encouragement and tips to make your job search journey more successful. Series runs 13 days (7 in class and 6 virtual).

**WorkREADY (Research, Engage, Ability, Develop, Your next step) (Virtual)**

(Next Series coming in March)

WorkREADY is a six-module workshop offered over six mornings. This workshop will focus on preparing to job search, resume and interview preparation and practice, as well as job maintenance. Participants will reflect on past employment, focus on current opportunities, and prepare to move forward with a new confidence in their ability to manage the job search