



# February 2019 Workshop Schedule Ajax

The Regional Municipality of Durham  
 Social Services Department Income and Employment Supports Division

Ontario Works 140 Commercial Avenue, Ajax, ON L1S 2H5 Phone: 905-428-7400 or 1-888-988-4999 Fax: 905-428-7401

Monday	Tuesday	Wednesday	Thursday	Friday
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<b>4</b> <b>Reach Coaching Series</b> starts 9:30 a.m.-2:30 p.m. Must be preregistered <b>Resume Writing Workshop</b> 9:30 a.m.-11:30 a.m.	<b>5</b>	<b>6</b> <b>Program Information-General</b> 9:30 a.m.-12:00 p.m. Must be preregistered	<b>7</b>	<b>8</b>
<b>11</b> <b>Resume Writing Workshop</b> 9:30 a.m.-11:30 a.m.	<b>12</b>	<b>13</b> <b>Program Information-General</b> 9:30 a.m.-12:00 p.m. Must be preregistered	<b>14</b> <b>Employment Health and Safety Standards</b> 9:30 a.m.-2:30 p.m. Must be Preregistered	<b>15</b>
<b>18</b> <b>Office Closed</b>	<b>19</b> <b>Program Information for Parents</b> 9:30 a.m.-11:30 a.m. Must be preregistered	<b>20</b> <b>Program Information-General</b> 9:30 a.m.-12:00 p.m. Must be preregistered	<b>21</b> <b>How to Cope with Stress</b> 9:30 a.m.-2:30 p.m. Must be Preregistered	<b>22</b>
<b>25</b> <b>Workability Coaching Series Meet and Greet</b> 10:00 a.m.-11:00 a.m. 11:00 a.m.-12:00 p.m. Must be preregistered <b>Resume Writing Workshop</b> 9:30 a.m.-11:30 a.m.	<b>26</b> <b>Program Information-Reach</b> 9:30 a.m.-2:30 p.m. Must be Preregistered	<b>27</b> <b>Program Information-General</b> 9:30 a.m.-12:00 p.m. Must be preregistered	<b>28</b> <b>Self Esteem and Confidence</b> 9:30 a.m.-2:30 p.m. Must be Preregistered	<b>29</b>

Please see back for Workshop Descriptions. If this information is required in an accessible format, please contact 905-432-2929 extension 5533.

## Ontario Works Programs

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Listed below is eight of the Ontario Works Programs offered.

### Program Information

**General:** Learn about Ontario Works programs in this all in one session and how to register for them. We will talk about the programs below in detail.

**Reach:** Learn about programs and services specifically focused on young adults.

**Parent:** Two hour session for parents, who may be interested to learn about various programs, services and benefits including child care options.

### Employment Services

Resource Centre, workshops, employment-related expenses, full-time employment benefits, employment start up benefits and Supports to Employment Program (STEP).

### Employment Placement (EP)

You have good skills and are ready to use them. The Employment Placement team will research employers and market your skills to help you find paid employment. We can also connect you with volunteer placements to gain valuable skills and experience.

### Learning, Earning and Parenting Program (LEAP)

Leap Counsellors work one to one with custodial parents between 16 -25 of age, who are interested in obtaining their high school diploma and developing their parenting and employability skills. Participants may be eligible for transportation and childcare subsidy. A \$500 incentive will be provided to successful graduates of the program.

### Self-Employment (SE)

Interested in running a business? Work with us to make it happen.

### Reach Program

Are you between the ages of 18 and 24? Work with a counselor who meets your specific needs and helps connect you to community resources for young adults.

### Locations

All workshops are held at 200 John Street, West Oshawa unless otherwise indicated on the calendar.

Ajax is at 140 Commercial Drive, Ajax

### Visit our website

For more resources visit the Region of Durham Social Services website at [www.durham.ca](http://www.durham.ca).

Welcome to Durham Region, What are you looking for? Type in Employment Support. Click on Employment Support scroll down to view the calendars

# Workshop Descriptions

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## One-day Programs

No prior registration is needed for these six workshops listed below.

### Resume Writing Workshop

This workshop will assist in writing a resume for the first time or changing your resume to focus on a different field of work. Once you have completed this workshop you can make an appointment for a personalized consultation. Appointments for individual assistance can be booked after the workshop is completed.

### Interview Skills Preparation and Practice

Your resume describes your skills and now the employer needs to see that you're the perfect match for the job. How? By preparing yourself and your interview answers in advance. This workshop examines frequently asked interview questions and gives you an opportunity to put your interview skills into practice. You will be able to do a mock interview and get helpful feedback at the end.

### Employment Health and Safety Standards

Basic introductions to WHMIS 2015, Workplace Health and Safety Awareness, and Employment Standards Act knowledge

### How to Cope with Stress

Learn to identify when you are experiencing stress and what might be causing it. Highlights on different ways to deal with stress.

### Managing Frustration

This workshop will help to define causes and effects of frustration and anger. Tools and learning strategies for managing frustration will be discussed.

### Self Esteem and Confidence

This workshop helps you to explore your self-esteem and increase self-confidence

## Intensive Programs

Prior registration is needed to attend these five Intensive Programs

### The Computer Series

A two-week program with no prior computer experience required! You will become familiar with the computer and many of its uses, such as file management, keyboarding, internet, and email. Practice keyboarding skills, update your resume, research employers and jobs on the internet, and learn how to send your resume electronically

### Life Management Program

This 15-day intensive coaching series to help you gain the knowledge, attitude, and skills that will help you manage your life. Must attend Life Management Meet & Greet Prior to starting the 15 day series.

### Workability Coaching Series

This 15-day intensive coaching series examines the job search process from both the employee and employer point of view. Over 70 per cent of past participants have had positive outcomes!

### Career Horizons Series

In this seven day session, you will explore different career directions that best suit your skills, abilities and interests. You will also complete a career portfolio to illustrate your talents, preferences, accomplishments and work values.

### Reach Coaching Series

In this 15-day program for young adults aged 18-24, you will make a personalized plan towards your employment and educational goals.