

Monday	Tuesday	Wednesday	Thursday	Friday
<p>2</p> <p>Office Closed</p>	<p>3</p> <p><input type="checkbox"/> <u>Resume Writing Workshop</u> 9:30 – 2:30</p> <p><input type="checkbox"/> <u>The Computer Series</u> See back for details</p>	<p>4</p> <p><input type="checkbox"/> <u>Program Information</u> 200 John St. Oshawa 9:30 – 12:00</p> <p><input type="checkbox"/> <u>The Computer Series ENDS</u> See back for details</p> <p><input type="checkbox"/> <u>Career Horizons Starts</u> Jan. 4- 10, 2012 See Back for details</p>	<p>5</p> <p><input type="checkbox"/> <u>Smart Serve</u> 9:30 – 3:30</p> <p><input type="checkbox"/> <u>Career Horizons</u> See Back for details</p>	<p>6</p> <p><input type="checkbox"/> <u>Program Information AJAX</u> Ontario Works Office – 140 Commercial Ave. 1 pm – 3 pm</p> <p><input type="checkbox"/> <u>Career Horizons</u> See Back for details</p>
<p>9</p> <p><input type="checkbox"/> <u>Program Information</u> 200 John St. Oshawa 9:30 – 12:00</p> <p><input type="checkbox"/> <u>The Computer Series Starts</u> MUST BE PREREGISTERED See Back for details</p> <p><input type="checkbox"/> <u>Workability Coaching Series STARTS</u> Jan. 9th- 27th See Back for details MUST BE PREREGISTERED</p> <p><input type="checkbox"/> <u>Life Management Series STARTS</u> January 9rd – 27th, 2012 Oshawa and Ajax MUST BE PREREGISTERED. See Back for details</p> <p><input type="checkbox"/> <u>Career Horizons</u> See Back for details</p>	<p>10</p> <p><input type="checkbox"/> <u>Resume Writing Workshop</u> 9:30 – 2:30</p> <p><input type="checkbox"/> <u>The Computer Series</u> See back for details</p> <p><input type="checkbox"/> <u>Career Horizons ENDS</u> See Back for details</p>	<p>11</p> <p><input type="checkbox"/> <u>Program Information</u> 200 John St. Oshawa 9:30 – 12:00</p> <p><input type="checkbox"/> <u>The Computer Series</u> See back for details</p>	<p>12</p> <p><input type="checkbox"/> <u>The Computer Series</u> See back for details</p> <p><input type="checkbox"/> <u>Interview Skills Preparation and Practice</u> See back for details</p>	<p>13</p> <p><input type="checkbox"/> <u>Program Information AJAX</u> Ontario Works Office – 140 Commercial Ave. 1 pm – 3 pm</p> <p><input type="checkbox"/> <u>The Computer Series</u> See back for details</p>
<p>16</p> <p><input type="checkbox"/> <u>Program Information</u> 200 John St. Oshawa 9:30 – 12:00</p> <p><input type="checkbox"/> <u>The Computer Series</u></p> <p><input type="checkbox"/> <u>Life Management Series STARTS</u> January 16rd – February 3rd, 2012 MUST BE PREREGISTERED.</p> <p><input type="checkbox"/> <u>Self Employment Starts</u> Jan.16-27th MUST BE PREREGISTERED See Back for details</p>	<p>17</p> <p><input type="checkbox"/> <u>Resume Writing Workshop</u> 9:30 – 2:30</p> <p><input type="checkbox"/> <u>The Computer Series</u> See back for details</p>	<p>18</p> <p><input type="checkbox"/> <u>Program Information</u> 200 John St. Oshawa 9:30 – 12:00</p> <p><input type="checkbox"/> <u>The Computer Series</u> See back for details</p>	<p>19</p> <p><input type="checkbox"/> <u>The Computer Series</u> See back for details</p> <p><input type="checkbox"/> <u>Smart Serve</u> 9:30 – 3:30</p>	<p>20</p> <p><input type="checkbox"/> <u>Program Information AJAX</u> Ontario Works Office – 140 Commercial Ave. 1 pm – 3 pm</p> <p><input type="checkbox"/> <u>The Computer Series ENDS</u> See back for details</p>
<p>23</p> <p><input type="checkbox"/> <u>Program Information</u> 200 John St. Oshawa 9:30 – 12:00</p> <p><input type="checkbox"/> <u>The Computer Series STARTS</u> MUST BE PREREGISTERED See Back for details</p>	<p>24</p> <p><input type="checkbox"/> <u>Resume Writing Workshop</u> 9:30 – 2:30</p> <p><input type="checkbox"/> <u>The Computer Series</u> See back for details</p>	<p>25</p> <p><input type="checkbox"/> <u>Program Information</u> 200 John St. Oshawa 9:30 – 12:00</p> <p><input type="checkbox"/> <u>The Computer Series</u> See back for details</p>	<p>26</p> <p><input type="checkbox"/> <u>The Computer Series</u> See back for details</p> <p><input type="checkbox"/> <u>WHMIS</u> 9:30 – 2:30</p>	<p>27</p> <p><input type="checkbox"/> <u>Program Information AJAX</u> Ontario Works Office – 140 Commercial Ave. 1 pm – 3 pm</p> <p><input type="checkbox"/> <u>Workability Coaching Series ENDS</u></p> <p><input type="checkbox"/> <u>Life Management Series ENDS</u> (Jan. 3rd – 27th session)</p> <p><input type="checkbox"/> <u>Self Employment ENDS</u></p>
<p>30</p> <p><input type="checkbox"/> <u>Program Information</u> 200 John St. Oshawa 9:30 – 12:00</p> <p><input type="checkbox"/> <u>The Computer Series</u> See back for details</p> <p><input type="checkbox"/> <u>Career Horizons Starts</u> See back for details</p>	<p>31</p> <p><input type="checkbox"/> <u>Resume Writing Workshop</u> 9:30 – 2:30</p> <p><input type="checkbox"/> <u>The Computer Series</u> See back for details</p> <p><input type="checkbox"/> <u>Career Horizons</u> See Back for details</p>			

Monday	Tuesday	Wednesday	Thursday	Friday
		<p>1</p> <p><input type="checkbox"/> <u>Program Information</u> 200 John St. Oshawa 9:30 – 12:00</p> <p><input type="checkbox"/> <u>The Computer Series</u> See back for details</p> <p><input type="checkbox"/> <u>Career Horizons</u> (Jan. 30th- Feb. 3rd) MUST BE PREREGISTERED See Back for details</p>	<p>2</p> <p><input type="checkbox"/> <u>The Computer Series</u> See back for details</p> <p><input type="checkbox"/> <u>Smart Serve</u> 9:30 – 3:30</p> <p><input type="checkbox"/> <u>Career Horizons</u> See Back for details</p> <p><input type="checkbox"/> <u>WHMIS</u> 9:30 – 2:30</p>	<p>3</p> <p><input type="checkbox"/> <u>Program Information</u> AJAX Ontario Works Office – 140 Commercial Ave. 1 pm – 3 pm</p> <p><input type="checkbox"/> <u>The Computer Series</u> ENDS See back for details</p> <p><input type="checkbox"/> <u>Career Horizons</u> ENDS See Back for details</p> <p><input type="checkbox"/> <u>Life Management Series</u> ENDS (Jan. 16th – Feb.3rd session)</p> <p><input type="checkbox"/> <u>Self Employment</u> ENDS</p>
<p>6</p> <p><input type="checkbox"/> <u>Program Information</u> 200 John St. Oshawa 9:30 – 12:00</p> <p><input type="checkbox"/> <u>The Computer Series</u> STARTS MUST BE PREREGISTERED See Back for details</p> <p><input type="checkbox"/> <u>Workability Coaching Series</u> STARTS Feb.6th- 24th See Back for details MUST BE PREREGISTERED</p>	<p>7</p> <p><input type="checkbox"/> <u>Resume Writing Workshop</u> 9:30 – 2:30</p> <p><input type="checkbox"/> <u>The Computer Series</u> See back for details</p>	<p>8</p> <p><input type="checkbox"/> <u>Program Information</u> 200 John St. Oshawa 9:30 – 12:00</p> <p><input type="checkbox"/> <u>The Computer Series</u> See back for details</p>	<p>9</p> <p><input type="checkbox"/> <u>The Computer Series</u> See back for details</p> <p><input type="checkbox"/> <u>Interview Skills Preparation and Practice</u> See back for details</p>	<p>10</p> <p><input type="checkbox"/> <u>Program Information</u> AJAX Ontario Works Office – 140 Commercial Ave. 1 pm – 3 pm</p> <p><input type="checkbox"/> <u>The Computer Series</u> See back for details</p>
<p>13</p> <p><input type="checkbox"/> <u>Program Information</u> 200 John St. Oshawa 9:30 – 12:00</p> <p><input type="checkbox"/> <u>The Computer Series</u> See back for details</p>	<p>14</p> <p><input type="checkbox"/> <u>Resume Writing Workshop</u> 9:30 – 2:30</p> <p><input type="checkbox"/> <u>The Computer Series</u> See back for details</p> <p><input type="checkbox"/> <u>AJAX OFFICE – SMART SERVE</u> MUST BE PREREGISTERED 9:30- 3:30 Ontario Works Office – 140 Commercial Ave. See back for details</p>	<p>15</p> <p><input type="checkbox"/> <u>Program Information</u> 200 John St. Oshawa 9:30 – 12:00</p> <p><input type="checkbox"/> <u>The Computer Series</u> See back for details</p>	<p>16</p> <p><input type="checkbox"/> <u>The Computer Series</u> See back for details</p> <p><input type="checkbox"/> <u>Smart Serve</u> 9:30 – 3:30</p>	<p>17</p> <p><input type="checkbox"/> <u>Program Information</u> AJAX Ontario Works Office – 140 Commercial Ave. 1 pm – 3 pm</p> <p><input type="checkbox"/> <u>The Computer Series</u> ENDS See back for details</p>
<p>20</p> <p>Office Closed</p>	<p>21</p> <p><input type="checkbox"/> <u>Resume Writing Workshop</u> 9:30 – 2:30</p> <p><input type="checkbox"/> <u>The Computer Series</u> STARTS MUST BE PREREGISTERED See Back for details</p> <p><input type="checkbox"/> <u>Life Management Series</u> STARTS February 21st –March 10th, 2012 MUST BE PREREGISTERED. See Back for details</p>	<p>22</p> <p><input type="checkbox"/> <u>Program Information</u> 200 John St. Oshawa 9:30 – 12:00</p> <p><input type="checkbox"/> <u>The Computer Series</u> See back for details</p>	<p>23</p> <p><input type="checkbox"/> <u>The Computer Series</u> See back for details</p> <p><input type="checkbox"/> <u>WHMIS</u> 9:30 – 2:30</p>	<p>24</p> <p><input type="checkbox"/> <u>Program Information</u> AJAX Ontario Works Office – 140 Commercial Ave. 1 pm – 3 pm</p> <p><input type="checkbox"/> <u>Workability Coaching Series</u> ENDS See back for details</p> <p><input type="checkbox"/> <u>Interview Skills Preparation and Practice</u> See back for details</p>
<p>27</p> <p><input type="checkbox"/> <u>Program Information</u> 200 John St. Oshawa 9:30 – 12:00</p> <p><input type="checkbox"/> <u>The Computer Series</u> See back for details</p> <p><input type="checkbox"/> <u>Career Horizons</u> Starts See back for details</p>	<p>28</p> <p><input type="checkbox"/> <u>Resume Writing Workshop</u> 9:30 – 2:30</p> <p><input type="checkbox"/> <u>The Computer Series</u> See back for details</p> <p><input type="checkbox"/> <u>Career Horizons</u> See Back for details</p>	<p>29</p> <p><input type="checkbox"/> <u>Program Information</u> 200 John St. Oshawa 9:30 – 12:00</p> <p><input type="checkbox"/> <u>The Computer Series</u> See back for details</p> <p><input type="checkbox"/> <u>Career Horizons</u> See Back for details</p>		

One-day Programs

Program Information (70354) Learn about Ontario Works programs in this all-in-one session and how to register for them. We will talk about the following programs in detail:

Employment Services: Resource Centre, Workshops, Employment Related Expenses, Full Time Employment Benefits, Employment Start-up Benefits and STEP (Supports to Employment Program).

Employment Placement: 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. To register contact Tina Soles at 905-432-2929 ext. 5520

Community Participation: Consider the benefits of volunteering to gain valuable skills. The Community Participation team will match your skills and interests to placements within your community. To register contact Mary Goulah at 905-432-2929 ext. 5511

Self Employment: Includes 2 weeks of training and 60 weeks of consulting while running your business. If you are interested, call Self-Employment Clerk, 905-432-2929 ext. 5558

Resume Writing Workshop (16249): 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 (16222): Your resume describes your skills... 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.

Personality Dimensions (16256): A fun and interactive workshop exploring individual operating styles, available to those who participate in Life Skills or Workability Coaching Series.

WHMIS (16257): Basic Introduction and Review of Workplace Hazardous Materials Information System.

Smart Serve (82434): As a Server, you will know how to judge when a customer has had too much to drink, what are the effects of alcohol on the body, the signs of intoxication and the alcohol content in standard drinks. This workshop does offer a certification test at end.

AJAX clients only - please call to pre-register with Jennifer Longo-905-428-7400 ext. 413

Intensive Programs

The Computer Series (67447): A 2-week program - **No Prior computer experience required!** You will become familiar with the computer and many of its uses - file management, keyboarding, internet, and email. Practice keyboarding skills. Update your resume. Research employers and jobs on the internet. Learn how to send your resume electronically.

Call Mary Goulah to register: 905-432-2929 ext. 5511

Life Management Program: (73948) A 3-week intensive coaching series to help you gain the knowledge, attitude, and skills that will help you manage your life.

Call Roxann Brock to register: 905-432-2929 ext. 5533

Workability Coaching Series: 15-day intensive coaching series examining job search from both the employee and employer point of view. Over 70% of past participants have had positive outcomes!!!! Call Roxann Brock to register: 905-432-2929 ext. 5533

Career Horizons Series: In the five 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.

Call Roxann Brock to register: 905-432-2929 ext. 5533