



YMCA Employment Services

YMCA Sudbury

10 Elm Street, Suite 112 Sudbury, ON www.sudbury.ymca.ca/employment Tel: 705-675-JOBS Fax: 705-674-3236

SPECIALTY WORKSHOPS

Smart Serve

Smart Serve is a responsible alcohol beverage service training program developed by Smart Serve Ontario, a division of the Hospitality Industry Training Organization of Ontario. Smart Serve participants will receive a wallet size certificate and lapel pin upon successful completion. Smart Serve is ideal for people who work or are planning to work as servers, bartenders, door staff, security, golf course marshals, managers, licensees and anyone who will serve alcohol under a Special Occasion Permit.

True Colours

True Colors is a FUN workshop designed to assist people to develop a greater understanding of their personalities on the job! It can assist individuals with career exploration, personal growth, and break down communication barriers. This workshop provides participants with the ability to learn more about SUCCESS in the world of work.

Service Excellence

Everybody provides customer service during their career! This workshop will give you the tools needed to excel in providing GREAT customer service. This is your key to a successful career in any job field! This workshop is certified by the Ministry of Tourism, Culture and Recreation and you will receive a certificate!

Vous pouvez communiquer avec notre bureau principal pour obtenir des renseignements concernant les ateliers offerts en français. Please contact our main office for information regarding French workshops.

REGULAR WORKSHOPS

Skill-Based Resume

Employers need to know what skills you have to offer them, and your resume must showcase those skills! This workshop is an overview of a skill-based resume, currently popular with employers. We'll help you discover and highlight your strengths in order to best market yourself. You will create a "master list" of skills that can be focused towards specific jobs and fields of work. We even type your master list resume out for you and save it into our computer system, so you can access it anytime!

Interviews - Reeling in the Job!

So your job search efforts have paid off and you have an interview! How can you prepare for this fishing expedition? To maximize your chances of success, attend our Interview workshop. We'll give you the inside line on types of interviews, questions you can expect and how to answer them. Don't drift aimlessly, plan on attending our Interview Workshop!

Mock Interviews

Get some practice before you do the real thing! We'll ask you questions in a simulated interview situation and then provide feedback on your strengths and what you may need to work on. The mock interview is video taped so that you'll be able to see how you present yourself to others. This is a good way to ease nervousness before going for an interview and helps you feel more confident.

The Job Search Game

Playing the Job Search Game? This workshop will help you to put together a winning strategy. We will cover information such as the labour market and the hidden job market. Not sure about the rules of the game? We will cover job search techniques and give you the information you need to help you develop these job search tools. Vital information you that will help you make it to the Job Search Hall of Fame!