

## Presentations:

### Resume Presentation

**60 Minutes**

An introduction to the basic and advanced skills essential to resume writing. Participants will learn what a resume is, why a resume is important, how to format a resume, how to write a complete and professional resume, what information to include/exclude on a resume, how to write a dynamic resume, and much more!

*Complimented by Resume Writing Clinic*

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### Resume and Cover Letter Presentation

**60 Minutes**

An introduction to the skills essential to writing both a resume and cover letter. Participants will learn how to create a dynamic resume that compliments and is complimented by a strong cover letter. By the end of the session, participants will understand how to write a complete and professional resume, what information to include/exclude on a resume, what a cover letter is, how to write a cover letter, how to make a cover letter and resume complement each other, and much more!

*Complimented by Resume Writing Clinic and Cover Letter Writing Clinic*

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### Outstanding Interviews

**60 Minutes**

An in-depth discussion of the job interview process. Participants will become familiar with the interview process and will be equipped with the tools to mentally prepare for an interview. Topics will include interview etiquette, the purpose of an interview, what to expect in an interview, what is expected of the interviewee, how to prepare for an interview, how to reduce interview anxiety, how to promote mental wellness in preparing for an interview, and much more!

*Complimented by Mock Interviews*

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### Success in the Workplace

**60 Minutes**

An in-depth discussion of what employment entails. Participants will learn about the skills needed and resources available to maintain employment, what is expected from them in a typical workplace, and what they can expect from their employer. Topics will include workplace etiquette and norms, communication skills, managing conflict, managing social media, self-advocacy, maintaining work-life-school balance, workers' rights, and much more!

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### Job Search

**60 Minutes**

An introduction to the basic and advanced skills of job searching. Participants will learn how to effectively search and apply for employment that is meaningful to them. Topics will include where to find job postings, factors to consider when choosing a place of employment, determining qualifications, how to identify suspicious job postings, keeping information safe, and much more!

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### General Presentation

**60 Minutes**

An overview to the essential subjects discussed in all of YES's presentations. The general presentation is perfect for participants who need a foundational understanding of various aspects of searching for and maintaining employment. Participants will become familiar with the services provided at YES and learn the basics of the job market, resume writing, gaining employment, and etiquette for interviews and the workplace.

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### Choosing Your Career Presentation

**60 Minutes**

YES's Choosing your Career presentation aims to provide youth with tools and inspiration to begin exploring long-term career goals. The presentation focuses on the value of a fulfilling career, tools to help youth narrow down their career interests, and important considerations when deciding on a career. The presentation includes two hands-on activities: one focusing on helping the youth explore fulfilling employment, as well as the computerized version of the Holland/RIASEC Test to determine students' "career code" and explore options they might not have previously thought of. Students will require access to their phone or a computer to complete the Holland test.

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### Choosing to Disclose: Mental Health in the Workplace

**60 Minutes**

Participants learn about the complicated relationship between mental health and employment, and discuss the benefits and challenges of discussing mental health in the workplace. Participants will understand their rights to accommodation at work and gain practical tools they may use to find success and security when approaching an employer about a mental health concern. This presentation was designed and provided to us by Youth Employment Services (Ontario).

## Workshops:

### Resume Writing Clinic

**60 Minutes**

During this time, participants will create and perfect their resume. Participants can ask questions, view examples, and get feedback on their resume. The Resume Presentation will be present and available for review by participants. By the end of the hour, participants will have created their first resume or perfected an existing one.

**Requires the use of a computer lab or individual access to computers by all participants**

*Recommended that participants attend the Resume Presentation or Resume and Cover Letter Presentation prior to the workshop*

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### Cover Letter Writing Clinic

**60 Minutes**

Participants will write cover letters in real time as the presenters review key points from the cover letter presentation. A relevant selection of current job postings is provided so participants can learn how to effectively target their cover letters by using a job description. By the end of the hour, participants will have created a cover letter they can use for future reference or current job applications.

**Requires the use of a computer lab or individual access to computers by all participants**

*Recommended that participants attend the Resume and Cover Letter Presentation prior to the workshop*

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### Mock Interviews

YES staff will conduct mock job interviews by bringing a set of common interview questions to ask participants. Afterwards, the facilitator and participant will go over how the interview went based on a rubric and the facilitator will offer constructive feedback. The interviews can be conducted as a panel or one-on-one.

*Maximum 20 students per hour mock interview session*

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## Other:

### Job Party

**60 Minutes**

Let's play job party! This is a jeopardy-style game that is played after a short presentation covering topics similar to the general presentation. To up the skill level, skip the presentation and get right to the game. This is a fun activity for youth groups or for Life/Works classes nearing the end of the semester.

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### Information Booth

**Please Specify Length**

Want us to attend a career fair? We can provide information about the services YES provides as well as on the spot resume feedback, job market information, and other helpful tips!

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### Looking for something else?

Looking for something not listed or want to take a different approach than what we offer? Email us with your request and we'll try to work something out.

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Thank you for contacting our agency, we are looking forward to joining you soon.  
Please fill out the request form below to help us better prepare to suit your needs.

Name:	Organization/School			
Address:	Virtual	In-Person		
Phone:	Is Parking Available?:	YES (free)	YES (cost)	NO
Email:	Are your dates flexible?:	YES	NO	
Date of Visit:	If Yes, please provide alternative dates:			
*Please allow at least 2 weeks before your event*				
Start/Class Time:	Length of Presentation/Class (if applicable):			
What topics are you looking to be covered?:	Audience Size:			
Resume Presentation	Audience Composition:			
Resume Writing Clinic	(i.e. Clients/Students, Staff, etc..)			
Cover Letter Writing Clinic	Audience Characteristics:			
Resume & Cover Letter Presentation	What type of equipment can you provide?:			
Outstanding Interviews	Computer/Laptop			
Job Search	Projector			
General Presentation	Projector Screen			
Success in the Workplace	Computer Presentation Clicker			
Job Party	Extension Cord			
Mock Interviews	No Equipment			
Information Booth				
Choosing Your Career Presentation				
Choosing to Disclose: Mental Health in the Workplace				
Other (please describe in additional information)				

If you are not the contact person on the <u>day of event</u> , please complete section below, otherwise leave blank:	
Name:	
Phone:	Email:
Extension:	

Please provide any additional information you feel would help us meet your needs:

If you are a high school, university, educational, institution, community agency or resource center. Please send this form to:
Mark Bale
Education Program Coordinator
<a href="mailto:education@yesmb.ca">education@yesmb.ca</a>

Thank you for your request, we look forward to working with you soon!