

LEF Workshop Sessions January 2019

Friday January 18

Know your Rights
1:00pm to 2:30pm
Room: Biindigen

Wednesday January 23

Reducing Expenses when Living on a Low Income
2:30pm to 4:30pm
Room: Fergy Brown

Monday January 28

Using Formulas & Functions in Excel
2:30pm to 4:30pm
Room: Computer Lab

Wednesday January 30

Understanding your Credit Report and Credit Score
2:30pm to 4:30pm
Room: Fergy Brown

Monday January 21

Navigate an Excel Worksheet
2:30pm to 4:30pm
Room: Computer Lab

Thursday January 24

Linkedin Crash Course *Session One*
2:30pm to 4:00pm
Room: Computer Lab



Thursday January 31

Linkedin Crash Course *Session Two*
2:30pm to 4:00pm
Room: Computer Lab

Everyone Welcome

To Register for the Workshops

Please Contact Jessica @ 416-769-0830
Ext#2071/jsousa@lefca.org

Location of Workshops:

116 Industry Street
Toronto, Ontario

M6M 4L8

Hiring Events

Wednesday January 9

Registration for Canada Post & Bell Technical Solutions
10:00am to 3:00pm

Monday January 14

Resume Writing Assistance
10:00am to 3:00pm

Tuesday January 15

Interview Skills Preparation
10:00am to 3:00pm

Wednesday January 16

Canada Post
10:30am to 12:30pm
Room: Biindigen

Tuesday January 22

Bell Technical Solutions
2:00pm to 4:00pm
Room: Biindigen

Workshop Descriptions

Canada Post/Bell Technical Solutions

An open interview is a group hiring event where employers accept job applications and conduct on-site interviews in group and individual formats

Resume Writing Assistance

This will help you understand the styles of resumes for the work field, what should you include on a resume to get an employer's attention, capture their interest, promote your most desirable skills and motivate them to take action by inviting you to an interview

Navigate an Excel Worksheet

Excel lets you view different worksheets in a workbook. To move from one worksheet to another

Using Formulas & Functions in Excel

To highlight duplicate values in two or more columns, you can use conditional formatting with on a formula based on the COUNTIF and AND functions

Linkedin Crash Course Session One and Session Two

Build your professional brand and network on LinkedIn

Reducing Expenses when Living on a Low Income

Build and practise financial literacy / self-advocacy skills. Make a budget, track expenses, save money & stop living off credit

Interview Skills Preparation

Your resume will motivate employers to invite you to the interview – the time to prepare for interviews is now! Learn how to confidently present yourself in an interview and positively describe your skills and experience in order to get the job

Understanding your Credit Report and Credit Score

Your credit score is a judgment about your financial health, at a specific point in time. ... The credit-reporting agencies Equifax and TransUnion use a scale from 300 to 900. High scores on this scale are good. The higher your score, the lower the risk for the lender

Know your Rights

Focuses on explaining and raising awareness to community members about their employment rights under the ESA (Hours of work, eating periods, overtime etc.) Bill 148 (including the freeze on minimum wage, PEL, Equal Pay for Equal work, etc.) and their legal rights to form a Union at their workplace (including why workers join Unions and the steps to form a Union)