



**YMCA Immigrant & Employment Services**  
**Sessions and Programs**  
**AUGUST 2019**

**Kitchener-Waterloo Office**  
 800 King Street West,  
 Kitchener, ON, N2G 1E8  
 Phone: 519-579-9622

SETTLEMENT SERVICES		HOURS			
LANGUAGE ASSESSMENT & REFERRAL SERVICES		Monday to Thursday: 8:30am – 4:30pm			
EMPLOYMENT SERVICES		Friday: 8:30am – 12:00pm			
Evening appointments for Language Assessment & Settlement Services are available on select days. Please call 519-579-9622 to schedule an appointment.					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			Investing in Women's Futures (9:30am-12pm) <sup>1</sup> Basic Computer Program for Newcomers-MS Excel (9:30am-12:30pm)	Investing in Women's Futures (9:30am-12pm) <sup>2</sup>	IWF Computer Training for Newcomer Women Only – Level 1 9am-12pm <sup>3</sup>
<sup>5</sup> <b>CIVIC HOLIDAY</b>	<sup>6</sup> Investing in Women's Futures (9:30am-12pm)	<sup>7</sup> Investing in Women's Futures (9:30am-12pm) Basic Computer Program for Newcomers MS Word (4:30-7:30pm)	<sup>8</sup> Investing in Women's Futures (9:30am-12pm) Basic Computer Program for Newcomers-MS Excel (9:30am-12:30pm)	<sup>9</sup> Investing in Women's Futures (9:30am-12pm)	<sup>10</sup> IWF Computer Training for Newcomer Women Only – Level 1 9am-12pm
<sup>12</sup> Investing in Women's Future (9:30am-12pm) <b>Occupational Decision Making &amp; Second Career Information</b> 9:30 am – 11:30 am	<sup>13</sup> Investing in Women's Futures (9:30am-12pm)	<sup>14</sup> Investing in Women's Futures (9:30am-12pm) Basic Computer Program for Newcomers MS Word (4:30-7:30pm) <b>What Do Employers Want?</b> 1:00 pm – 3:00 pm	<sup>15</sup> Investing in Women's Futures (9:30am-12pm) Basic Computer Program for Newcomers-MS Excel (9:30am-12:30pm)	<sup>16</sup> Investing in Women's Futures (9:30am-12pm)	<sup>17</sup> IWF Computer Training for Newcomer Women Only – Level 1 9am-12pm
<sup>19</sup> Investing in Women's Future (9:30am-12pm) English Conversation Circle (9:00-10:30am)- YMCA Immigrant Services (11:00-12:30am)- YMCA Immigrant Services	<sup>20</sup> Investing in Women's Futures (9:30am-12pm) English Conversation Circle (9:00-10:30am)- YMCA Immigrant Services (11:00-12:30am)- YMCA Immigrant Services	<sup>21</sup> Investing in Women's Futures (9:30am-12pm) Basic Computer Program for Newcomers MS Word (4:30-7:30pm) English Conversation Circle (9:00-10:30am)- YMCA Immigrant Services (11:00-12:30am)- YMCA Immigrant Services	<sup>22</sup> Investing in Women's Futures (9:30am-12pm) Basic Computer Program for Newcomers-MS Excel (9:30am-12:30pm) English Conversation Circle (9:00-10:30am)- YMCA Immigrant Services (11:00-12:30am)- YMCA Immigrant Services	<sup>23</sup> Investing in Women's Futures (9:30am-12pm)	<sup>24</sup> IWF Computer Training for Newcomer Women Only – Level 1 9am-12pm
<sup>26</sup> Investing in Women's Futures (9:30am-12pm) English Conversation Circle (9:00-10:30am)- YMCA Immigrant Services (11:00-12:30am)- YMCA Immigrant Services	<sup>27</sup> Investing in Women's Futures (9:30am-12pm) English Conversation Circle (9:00-10:30am)- YMCA Immigrant Services (11:00-12:30am)- YMCA Immigrant Services	<sup>28</sup> Investing in Women's Futures (9:30am-12pm) Basic Computer Program for Newcomers MS Word (4:30-7:30pm) English Conversation Circle (9:00-10:30am)- YMCA Immigrant Services (11:00-12:30am)- YMCA Immigrant Services	<sup>29</sup> Investing in Women's Futures (9:30am-12pm) Basic Computer Program for Newcomers-MS Excel (9:30am-12:30pm) English Conversation Circle (9:00-10:30am)- YMCA Immigrant Services (11:00-12:30am)- YMCA Immigrant Services	<sup>30</sup> Investing in Women's Futures (9:30am-12pm)	<sup>31</sup> IWF Computer Training for Newcomer Women Only – Level 1 9am-12pm

Employment Ontario programs are funded in part by the government of Canada



Funded by:

Financé par:



Immigration, Refugees and Citizenship Canada

Immigration, Réfugiés et Citoyenneté Canada

# Kitchener-Waterloo Immigrant Services Workshop Descriptions

## ENGLISH CONVERSATION CIRCLE

- Discuss various topics with the help of an experienced group facilitator
- Practice your English conversation skills
- Practice your English speaking, listening and comprehension.

## INVESTING IN WOMEN'S FUTURES

- Sewing Machine Operation & Employment Training
- Employment Preparation Skills
- Life Skills Coaching
- Customer Service Training
- Self-Employment, Start-Up

## IWF COMPUTER TRAINING FOR NEWCOMER WOMEN ONLY- LEVEL 1

- Becoming comfortable with using a computer
- Internet search for your daily needs and questions
- Opening and using email and MS Word

## BASIC COMPUTER PROGRAM FOR NEWCOMER

### MS Word

- Becoming comfortable with using a computer
- Internet search for your daily needs and questions
- Opening and using email and MS Word

### MS Excel

- Using MS Excel to create a home budget
- Using MS PowerPoint to create presentations
- Using the internet to meet your daily needs and questions



# **KITCHENER EMPLOYMENT SERVICES WORKSHOP DESCRIPTION**

## **OCCUPATIONAL DECISION MAKING & SECOND CAREER INFORMATION SESSION**

Provides a model to structure your occupational or career research.

Learn about Second Career and the application process.

\* This workshop is mandatory for those interested in Second Career.

## **MOCK INTERVIEWS**

Practice your interview skills with one of our Employment Specialists.

The mock interview will resemble a real interview to provide experience for our clients.

Mock interviews will be videotaped, and the candidate is shown the tape after the session. Feedback is provided by an Employment Specialist.

## **WHAT DO EMPLOYERS WANT?**

**When this workshop is through you will know what it takes to make the best impression on employers using your knowledge of workplace culture, non-verbal communication skills and positive attitudes.**