

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

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

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

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!

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!

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.

Job Party

60 Minutes

Let's play job party! This is a jeopardy style game that is played after a short presentation covering the topics similar to the general presentation. To up the skill level, forget 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 their semesters.

Mock Interviews

Length varies

Youth Employment Staff will act as "the manager" and bring a set of the most common interview questions to ask participants. Afterwards, we will go over how the interview went based on a rubric and will offer constructive feedback (can be done in either panel or one on one style).

**For groups of up to 15, allow 15 minutes per student. For groups of 15 or more, allow 5-8 minutes per student*

Information Booth

Please specify length

Want us to attend a career fair? We can provide on the spot resume critiquing, networking advice and let your group know more about our services!

Other

Please specify length

Looking for something not listed or wanting to take a different approach to what we offer? Just ask and specify what you are interested in doing!

*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: <small>*Please allow at least 2 weeks before your event*</small>	If Yes, please provide alternative dates:		
Start/Class Time:	Length of Presentation/Class (if applicable):		
What topics are you looking to be covered?: Resume Presentation Resume Writing Clinic Cover Letter Writing Clinic Resume & Cover Letter Presentation Outstanding Interviews Job Search General Presentation Success in the Workplace Job Party Mock Interviews Information Booth Other (please describe in additional information)	Audience Size:	Audience Composition: <small>(i.e. Clients/Students, Staff, etc..)</small>	
	Audience Characteristics:		
	What type of equipment can you provide?: Computer/Laptop Projector Projector Screen Computer Presentation Clicker Extension Cord No Equipment		

If you are not the contact person on the day of event, please complete section below, otherwise leave blank:

Name:	
Phone: Extension:	Email:

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:

Jennifer Block
Education Program Coordinator
education@yesmb.ca

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