

905-727-3777 *Aurora* 222 Wellington Street East, Main Floor • www.RNCEmploymentservices.ca

Monday	Tuesday	Wednesday	Thursday	Friday
December 28	December 29	December 30	December 31	January 1
<b>Boxing Day</b> Centre is Closed	<b>Cover Letters and Resumes</b> 10:00 - 11:00 Learn how to get an employer's attention with a targeted cover letter and resume	<b>SECOND CAREER Info Session</b> 9:30 - 10:30 Eligibility, Suitability and Application Process Review		<b>New Years Day</b> Centre is Closed
January 4	January 5	January 6	January 7	January 8
	<b>Cover Letters and Resumes</b> 10:00 - 11:00 Learn how to get an employer's attention with a targeted cover letter and resume	<b>Successful Interview Techniques</b> 1:00 - 2:30 Learn how to plan for an interview and answer challenging interview questions	<b>NEW! Job Search During Covid-19 Q &amp; A</b> 10:00 - 11:00 Explore ways to job search while at home	<b>NEW! Stress Management Using Mindfulness</b> 10:00 - 10:45 Explore mindfulness as a healthy way to manage stress
January 11	January 12	January 13	January 14	January 15
	<b>NEW! Work-Life Balance and Job Maintenance</b> 10:00 - 11:00 Develop workplace life skills, attitudes and behaviours for success	<b>NEW! Job Search Tips for New Canadians</b> 10:00 - 11:00 <b>Budgeting During Difficult Times</b> 1:00 - 2:30 DAVID J. NORONHA BDO Debt Solutions	<b>Cover Letters and Resumes</b> 10:00 - 11:00 Learn how to get an employer's attention with a targeted cover letter and resume	<b>Discover the Hidden Job Market</b> 10:00 - 11:00 Learn how to network and uncover the hidden job market
January 18	January 19	January 20	January 21	January 22
<b>SECOND CAREER Info Session</b> 10:30 - 11:30 Eligibility, Suitability and Application Process Review	<b>Linked-In &amp; Social Media THE BASICS</b> 10:00 - 11:00 Learn how to set-up a Linked-In account and use it for networking	<b>Cover Letters and Resumes</b> 1:00 - 2:00 Learn how to get an employer's attention with a targeted cover letter and resume	<b>Successful Interview Techniques</b> 10:00 - 11:30 Learn how to plan for an interview and answer challenging interview questions	
January 25	January 26	January 27	January 28	January 29
<b>Employers Hiring and Training Incentive Info Session</b> 10:00 - 11:00	<b>Discover the Hidden Job Market</b> 10:00 - 11:00 Learn how to network and uncover the hidden job market	<b>Aurora Public Library Info Session</b> 1:00 - 2:00 Discover the many programs and on-line learning services available at the Aurora Library.	<b>Cover Letters and Resumes</b> 1:00 - 2:00 Learn how to get an employer's attention with a targeted cover letter and resume	

## COVID-19 Service Delivery

RNC Employment Services will be temporarily delivering services remotely by Phone, Online Meetings, Webinars and Emails

To register for one of our workshops, please email your name and phone number to [info@rnccs.ca](mailto:info@rnccs.ca) or leave a voice message at 905-727-3777 and pressing 0.

We will contact you the day before with instructions.

Visit our **HOT JOBS** page for **LOCAL JOB POSTINGS**

Call 905-727-3777  
TTY 905-727-6036  
Fax 905-727-8530  
[info@rnccs.ca](mailto:info@rnccs.ca)

Office Hours  
Monday - Friday  
8:30 a.m. - 4:30 p.m.  
*\*May vary for events*

Barrier free, close to public transportation, free parking.

Please notify our staff if you require accommodations.

The views expressed in the publication are the views of the Service Provider and do not necessarily reflect those of the Province. The Government of Ontario and its agencies are in no way bound by the recommendations contained in this document

# RNC Employment Services

- Career Counselling
- Job Development
- Workshops
- Job Postings
- Job Fairs
- Second Career
- Apprenticeships
- On-going Support
- Employer Hiring Incentive Programs
- Canada - Ontario Job Grant
- Qualified and Experienced Staff



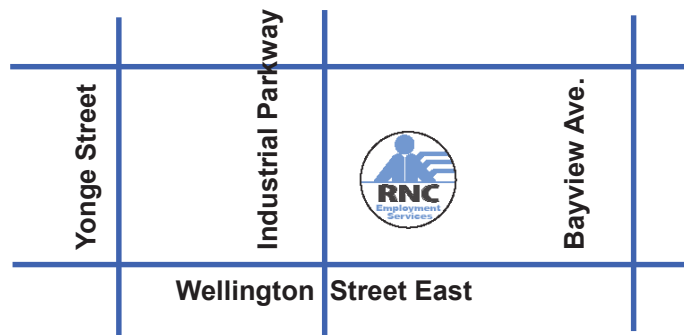
Visit [www.RNCEmploymentservices.ca](http://www.RNCEmploymentservices.ca)

**HOT JOBS** page for **LOCAL JOB POSTINGS**

*At no cost to you!*

## Directions to RNC Employment Services

222 Wellington Street East, Aurora, ON L4G 1J5



- Call 905-727-3777
- Email [info@rnc.ca](mailto:info@rnc.ca)
- TTY 905-727-6036
- Fax 905-727-8530

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