



# Hey! Do You Want to:

- Develop life, leadership & communication skills?
- Enhance your resume with a training certificate?

## A FREE Life & Career Skills Workshop Series

Offered by the Neighbourhood Centre: December 2014 – January 2015

<p><b>Practical Leadership Skills</b> This workshop will boost your confidence and help prepare you for leadership in culturally diverse communities &amp; workplaces.</p>	<p><b>Tues. Dec. 16/14, 9:15am - 12:30pm</b> East York Civic Centre (Committee Room A) 850 Coxwell (at Mortimer and Coxwell)</p>
<p><b>Effective Communication</b> Effective communication is the first step to building good relationships. Learn how to build rapport and common understanding with people from diverse backgrounds.</p>	<p><b>Sat. Dec. 20/14, 9:15am - 12:30pm</b> East York Civic Centre (Council Chambers)</p>
<p><b>Creative Conflict Resolution</b> Practise conflict resolution skills that are essential to building relationships at work, home and in the community.</p>	<p><b>Fri. Jan. 9/15, 1:15pm - 4:30pm</b> AccessPoint on Danforth (Community Room) 3079 Danforth Ave. (E of Victoria Park)</p>
<p><b>Fitting In: Understanding Workplace Culture</b> Getting a job is only the first step towards professional success. Learn how to demonstrate your abilities and build relationships so that you can get ahead at work.</p>	<p><b>Mon. Jan. 12/15, 1:15pm - 4:30pm</b> AccessPoint on Danforth (Community Room)</p>
<p><b>Mindfulness: Here and Now</b> Feeling stressed? Explore the practical tool of mindfulness to help you build resilience and access calm, quiet, and focus in your daily life.</p>	<p><b>Sat. Jan. 17/15, 1:15 - 4:30</b> AccessPoint on Danforth (Community Room)</p>
<p><b>The ABCs of Project Management</b> Join us for an overview of project management. This introductory workshop will combine theory and practice.</p>	<p><b>Sat. Jan. 24/15, 1:15 - 4:30</b> AccessPoint on Danforth (Community Room)</p>

- \* Register for 1-6 workshops: **first come, first served.**
- \* Attend 4 or more workshops and receive a **Certificate of Participation.**
- \* **Snacks and TTC tokens available.**
- \* **For East Toronto-based adults of all ages and wheelchair-accessible.**

Register in advance: Cezarita at 416.698.1627

Great for Newcomers and Job-Seekers!

