



TIMES CHANGE
WOMEN'S EMPLOYMENT SERVICE

365 Bloor St. E., Suite 1704
416-927-1900

www.timeschange.org

Located 1/2 block west of
Sherbourne subway station.

Career Planning

Job Search

Educational Counselling

Computer Workshops

Resource Centre and more!



A non-profit community
agency funded by:



**EMPLOYMENT
ONTARIO**

A United Way member agency

This Employment Ontario
program is funded in part by the
Government of Canada

FREE SERVICES FOR WOMEN . . .

Looking for work?

Join our 4 day *Job Search Workshop*
from 9:00 a.m. to 12:30 p.m.

Job Search Strategies
Effective Résumé & Cover Letter Writing
Interview Practice & More!

You will also receive one-on-one counselling

For more information call us at
416-927-1900, ext. 0



TIMES CHANGE
WOMEN'S EMPLOYMENT SERVICE

365 Bloor St. E., Suite 1704
416-927-1900

www.timeschange.org

Located 1/2 block west of
Sherbourne subway station.

**Career Planning
Job Search**

**Educational Counselling
Computer Workshops
Resource Centre and more!**



A non-profit community
agency funded by:



**EMPLOYMENT
ONTARIO**

A United Way member agency

This Employment Ontario
program is funded in part by the
Government of Canada

FREE SERVICES FOR WOMEN . . .

Career Planning Workshop For Women

**Uncertain about your career direction?
Thinking of making a change?**

Step into your own unique life story to learn about your skills, passions & interests. Decision making, labour market trends & action planning are included too.

You will also receive one-on-one counselling.

**For more information call:
416-927-1900, ext. 0**

Find out why so many women wish they knew
about Times Change sooner!



TIMES CHANGE
WOMEN'S EMPLOYMENT SERVICE

365 Bloor St. E., Suite 1704
416-927-1900

www.timeschange.org

Located 1/2 block west of
Sherbourne subway station.

Career Planning

Job Search

Educational Counselling

Computer Workshops

Resource Centre and more!



A non-profit community
agency funded by:



**EMPLOYMENT
ONTARIO**

A United Way member agency

This Employment Ontario
program is funded in part by the
Government of Canada

FREE SERVICES FOR WOMEN . . .

Educational Counselling For Women

Looking for a training program?

Thinking about going back to school?

Need information about financing your education?

One-on-one counselling is available with our
Educational Counsellor

For more information call us at:

416-927-1900, ext. 0



TIMES CHANGE
WOMEN'S EMPLOYMENT SERVICE

Free Macintosh Use for Women!

Includes scanner and colour printer

Why pay to use a Macintosh?...



Learn or practice on our **POWER MAC G5** computer

Self Guided Tutorials in:

- ✓ Macromedia Dreamweaver 8
- ✓ Macromedia Flash Professional 8
- ✓ Adobe Photoshop CS2
- ✓ Adobe InDesign CS2
- ✓ Adobe Illustrator CS2

Also available:

- ✓ MS Office 2004 (software only)
- ✓ Mac OS X Tutorial



To book the Mac computer, please call Times Change @ (416) 927-1900

Times Change Women's Employment Service

365 Bloor Street East, Suite 1704

416-927-1900

www.timeschange.org

Located 1/2 block west of
Sherbourne subway station.





TIMES CHANGE
WOMEN'S EMPLOYMENT SERVICE

Free Computer Workshops for Women!

Microsoft Office (5 separate workshops):

- ☐ **Introduction to Word:** copy/cut and paste, spelling/grammar check, add/customize bullets, add/modify borders, edit/clean up document, change margins and efficient printing
- ☐ **Intermediate Word:** find/replace, page numbering, headers/footers, use tables to create resume and other useful shortcuts
- ☐ **Introduction to Excel:** create/format spreadsheet, join cells for titles and use quick sum
- ☐ **Introduction to PowerPoint:** create professional slides using different themes and layouts. Have fun with transitions and slide shows
- ☐ **Introduction to Access:** design a database, create tables and generate reports

Internet for Job Search:

Current and comprehensive job links, bookmarking & organizing your favourite sites, efficient use of search engines, and much more

Email Set-up & Efficient Use:

- ☐ Send emails to multiple contacts
 - ☐ Manage your contacts
 - ☐ Create and manage labels
 - ☐ Save & retrieve your drafts
- Come and create a Gmail email account and learn features beyond sending & receiving emails

Email: Sending Resumes Online:

- ☐ Prepare a Plain Text resume
- ☐ Send resume in the body of the email
- ☐ Attach resume as a Word or Rich Text file
- ☐ Learn how to apply for a job in a website

Due to high demand, please call (416) 927-1900 ext. 0 in advance to register

Times Change Women's Employment Service

365 Bloor Street East, Suite 1704

416-927-1900

www.timeschange.org

Located 1/2 block west of
Sherbourne subway station.



**EMPLOYMENT
ONTARIO**



TIMES CHANGE
WOMEN'S EMPLOYMENT SERVICE

Free Computer Services for Women!

Call on Thursdays to book computer time for the following week

Free Instructor-led Computer Workshops

Introduction to Microsoft :

Word
Excel
PowerPoint
Access

Also:

Internet for Job Search
Email Set-up & Efficient Use
Email: Sending Resumes Online

***Due to high demand, please call in advance
to check availability.***

Free Self-Directed Computer Tutorials

Microsoft :

Word, Excel, PowerPoint, Access,
Publisher & Outlook

Web & Graphic Design:

Illustrator, InDesign, Photoshop,
Dreamweaver, Flash Professional & HTML

Accounting:

Introduction to Accounting,
Simply Accounting & Quickbooks

***Reserve up to 2 hours each day to practice
on a PC or Macintosh computer.***

For computer services, please call Times Change @ (416) 927-1900

Times Change Women's Employment Service

365 Bloor Street East, Suite 1704

416-927-1900

www.timeschange.org

Located 1/2 block west of
Sherbourne subway station.

