



The Ready⁴Employment Series

Presented by:
ATN Access Inc.

Location: ATN, 504-141 Dundas Street (see map on reverse)
Cost: Free, but please call to register **519.433.7950**

Workshop Titles

Creating your employment portfolio

Wed., August 2nd – Fri., August 4th, 2017

9am – 3pm

This 3-day workshop will help you understand your strengths and skills as well as learn how to write an effective resume and cover letter. On the last day we will put together your portfolio.

Perfecting Your Job Interview Skills

Wed., August 9th – Thurs., August 10th, 2017

9am – 3pm

A 2-day interactive workshop that will give you an opportunity to learn and improve your interviewing skills. Mock interviews will help provide feedback on areas for improvement.

Cashier Training

Wed., August 16th – Thurs., August 17th, 2017

9am – 3pm

During this 2-day workshop, students will learn the roles of a cashier as well as basic money math and how to operate a Point of Sale system (Cash Register) through hands-on practice.

Financial Basics

Thurs., August 24th, 2017

9am – 3pm

Learn how to better manage your money to save for the future. Tips and tricks in grocery shopping will also be discussed.

Customer Service

Wed., August 30th, 2017

9am – 3pm

Learn how to give exceptional customer service and how to handle upset customers.

***** Workshop numbers: A minimum of 5 and maximum of 15 participants *****

Location

ATN Access Inc.
504-141 Dundas Street
London, ON
N6A 1G3
Phone: 519 433 7950
Website: www.atn.on.ca
Email: info@atn.on.ca

Travelling to ATN

Bus Routes:

ATN is located close to the intersection of Dundas and Richmond Street, for bus route information visit www.ltconline.ca

Parking

For the location of paid parking lots downtown visit www.downtownlondon.ca

