

# May 2010 Events

**THE CAREER FOUNDATION**  
Developing Human Potential

**Register Now**

**Lawrence Square Employment Resource Centre**  
700 Lawrence Avenue West Suite 433  
(416) 789-5877

**Monday May 17 @ 1:00 pm**  
**and**

**Financial Literacy Part 1 of 2**

**Thursday May 20 @ 1:00 pm**

**Financial Literacy Part 2 of 2**

This program is funded by the CIC for new comers (Permanent Residents, Conventional refugees and refugee claimants) The workshop covers topics like:

- Personal finances
- Banking in Canada
- Saving
- How to budget effectively
- Credit cards
- Why we need a good Credit History/Rating/score
- Educating the consumer about telemarketing scams and frauds
- How to manage debts
- Investment basics
- Income Tax

**Friday May 21 @ 1:30 pm**

**Assertiveness**

*with Guest Speaker Iva Keighley*

Do you find yourself taking on more than you can handle because you don't know how to say no? This workshop focuses on how to become more assertive in various areas of your life. Learn what the difference is between assertive and aggressive behaviour.

## Friday Computer Classes

**May 7 @ 9:30 am**

**Portfolios Using Basic PowerPoint**

Stand apart from the competition by submitting an electronic portfolio to potential employers. The workshop covers the basics of PowerPoint – learn how to create a presentation using formatting features including adding text, colour, backgrounds, transitions and design templates.

**May 21 @ 9:30 am**

**Intro to MS Excel**

Learn to manage your job search and budget using basic MS Excel skills. Learn how to create spreadsheets, use formulae, and customize MS Excel plus much more.

**May 28 @ 9:30 am**

**Creating Calling Cards in MS Publisher**

Learn to create eye-catching calling cards that highlight your key employment skills. Simple MS Publisher features will make it easy to market yourself to employers professionally.

*Participants must have basic computer skills and be comfortable with using Microsoft applications*

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ONTARIO**

www.careerfoundation.com