






Next-Steps Employment Centre Your Vaughan Workshops

**March
2017**

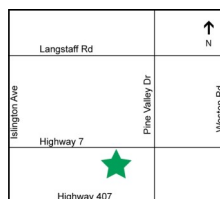
MON	TUE	WED	THU	FRI
Located in your Resource Area <input checked="" type="checkbox"/> Computers & printer <input checked="" type="checkbox"/> Daily newspapers <input checked="" type="checkbox"/> Job search reference books			2	3 
<i>Free Customer Service Training Program Starts March 20th - April 7</i>				
6	7 ONLINE FROM HOME Re-energize Your Job Search 1:30pm-4:30pm	8	9 Dynamic Resumes & Cover Letters 9:30am – 4:00pm	10 "Hard work does not guarantee success, but improves its chances" B.J. Gupta
<i>Free Customer Service Training Program Starts March 20th - April 7</i>				
13	14 Winning Interviews 9:30am-12:30pm	15 Re-energize Job Search & Connect to Employers 9:30am - 12:30pm	16	17 
<i>Free Customer Service Training Program Starts March 20th - April 7</i>				
20 Dynamic Resumes & Cover Letters 9:30am – 4:00pm	21 Winning Interviews 9:30am-12:30pm	22	23 ONLINE FROM HOME Winning Interviews 1:30pm – 4:30pm	24 
<i>Free Customer Service Training Program Starts March 20th - April 7</i>				
27 	28	29 Test your skills with  Sign up at the front desk today!	30 IF YOU CAN DREAM IT YOU CAN DO IT Walt Disney	31
Space is limited, contact us to sign up!				

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www.next-steps.ca

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



Next-Steps Employment Centres

Workshop Descriptions

Offered in Vaughan

TEST YOUR SKILLS WITH KENEXA PROVE IT!: Prove It! gives you the power **TO TEST YOUR SKILLS**. Hundreds of skills and behavioral assessments are available for clerical, software, financial, legal, medical professionals. Prove It! is the only testing solution you need ~ **See us at the front desk!**

RE-ENERGIZE JOB SEARCH & CONNECT TO EMPLOYERS: (Now Offered Online)**

- ⇒ Participants will learn the core elements of the Labour Market including the Hidden Job Market
 - ⇒ This group workshop will identify marketing tools to sell your skills/experience to potential employers
 - ⇒ Access and create a list of employers from the online “Scott’s Directory” to enhance your job search
 - ⇒ Clients would learn & understand effective cold calling techniques to connect with employers
- ** If you are attending this online, you will need a reliable computer along with a headset**

DYNAMIC RESUMES & COVER LETTERS: This group workshop will help you design a valuable marketing tool to sell your skills and experience to potential employers. Innovative tools and proven job search tips will be introduced and discussed in order to **“TRIPLE” your Interview Chances!**

WINNING INTERVIEWS: During this dynamic interactive group session, participants will learn: The key elements of an interview; Various types of interviews; and Understand the framework in order to answer those pesky interview questions; **Our goal is to help you get the job!**

(Now Offered Online)**

**** If you are attending this online, you will need a reliable computer along with a headset**

FREE CUSTOMER SERVICE TRAINING (MARCH OF DIMES CANADA): Interested in working in the Retail/Grocery Customer Service Sector?

We provide a no-cost three week program that helps York Region residents find work in the Retail/Grocery Customer Service Sector. Please register with us and join us for this orientation session.

Plan to join us to learn the step by step process to apply and work in this field!

For more information, visit www.next-steps.ca

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