

Next-Steps Employment Centre Riverdale Workshop Calendar

**April
2017**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7
Interview Skills Workshop + Online Interviewing 10:00-1:00 pm	Hiring Event & Information Session Call Centre Positions 11:00-1:00 pm		Hiring Event Telecommunication Sales Representative positions 11:00-2:00pm	Career Information Session 1:00 pm-4:00 pm
10	11	12	13	14
Resume & Cover Letter Workshop 10:00-1:00pm	Hiring Event Delivery Driver positions 1:00-3:00pm	Applying for Second Career & Labour Market Information Referral by Employment Advisor 9:30-3:30 pm		Holiday Office Closed
17	18	19	20	21
Office Open		Interview Skills For Hiring Events (Referral by Job Developer) 9:30-12:30 pm	Hiring Event Security Guard Positions 1:00-3:00 pm	Franchise and Instructor Opportunities 1:00-3:00 pm
24	25	26	27	28
Resume & Cover Letter Workshop 10:00-1:00pm	Guest Speaker Budget Breakers 10:00-11:00 am		Information Session & Hiring Event Security Guard positions 10:00-1:30 pm	Applying to City of Toronto Opportunities 2:30-4:30

Space is limited, contact us to sign up!

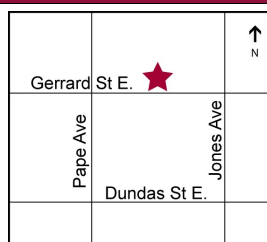
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Open Monday to Friday, 9:00am - 5:00pm

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Next-Steps Employment Centres

Job Search Workshop Descriptions

Offered at 7 TDSB Locations: Mississauga East, Mississauga West, North York East, North York West, Scarborough, Toronto South, and Vaughan.

Refining Your Resume and Cover Letter Workshop Part 1: In this group workshop, learn about the different types of resumes and how to develop your own targeted resume and cover letter to for a specific position.

Refining Your Resume and Cover Letter Workshop Part 2: Put in to practice your skills from part 1. Bring your USB and get specific one-on-one advice on your resume and cover letter from the facilitator. Limited computers available, bring your laptop .

Resume and Cover Letter for Youth Job Link: Participants will gain helpful knowledge in creating their first resume to gain employment. Must be between the age of 15-29

Access Hidden Jobs: This group workshop will teach you the secrets to conducting the top two successful job search techniques: networking and cold calling with employers, friends, and strangers.

One-on-One Resume Reviews: This individual session is for those who have a resume and require some minor tweaking to enhance their resume to target specific employment opportunities. Participants must bring a current resume and job posting to this session.

One-on-One Interview Practice: Participants will individually engage in a simulated interview scenario. This session will provide participants with invaluable feedback on how to improve interview performance.

Applying for Second Career and Labour Market Information : This full day group workshop will help you to understand and fill in the training application and to research the labor market. A referral from your Employment Advisor is required to ensure you qualify.

Guest Speakers:

Scotiabank– Career Information Session: Interested in working in the banking and financial field? Come join us to learn more about opportunities with one of the big five banks in Canada.

Kumon: Franchise and Instructor Opportunities: Are you interested in being your own boss? Are you interested in working as instructor? Come join us for information with this tutoring provider.

Credit Counselling Society of Canada– Budget Breakers: Want to get your budget under control? Come join us to learn about the 3 big budget breakers and how to eliminate them.

Commissionaires Security : Are you interested in a career in security? Come to this information session to find out to obtain an Ontario Security Guard License.

Applying to City of Toronto Opportunities: Are you looking for work or volunteer opportunities with the City of Toronto? Come to this information session to learn how to apply.

Hiring Events:

April 4– I Marketing: Call Centre Positions

April 6– S & P Data– Telecommunication Sales Representative positions

April 11– Go Logistics– Delivery Driver positions

April 20 - Purple Hearts Security– Security Guard positions

April 27– Commissionaires Security Solutions– Security Guard positions

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

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