

# Next-Steps Employment Centre Riverdale Workshop Calendar

**March  
2017**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		<b>1</b> <b>Interview Skills Workshop + Online Interviewing</b> 10:00– 1:00 pm	<b>2</b>	<b>3</b>  Applying to City of Toronto Opportunities 2:30-4:30 pm
<b>6</b> <b>Resume &amp; Cover Letter Workshop</b> 10:00– 1:00 pm	 <b>7</b> <b>Information Session Supported Employment Services</b> For persons with Developmental Disabilities 2:00-4:00 pm	 <b>8</b> <b>Recruitment Information Event</b> Lunchroom Supervisors & Noon Hour Assistants 3:00-4:30 pm	 <b>9</b> <b>Information Session</b> Opportunities in Healthcare Environmental Services Management 11:00am-12:30pm	<b>10</b>
<b>13</b> <b>Interview Skills For Hiring Events</b> (Referral by Job Developer) 9:30-12:30 pm	<b>14</b> <b>Applying for Second Career &amp; Labour Market Information Workshop</b> (referral by Employment Advisor) 9:30-3:30 pm	 <b>15</b> <b>Hiring Event</b> Admin/Office, Customer Service, General Labour/Warehouse & Skilled Trades 1:00-4:00 pm	 <b>16</b> <b>Hiring Event</b> General Labour/Window Cleaners 1:00-3:00 pm	<b>17</b> <b>Diversity Hiring Event</b> Pre-Screening & Interviews with Equal Opportunity Employers 1:00–4:00 pm
<b>20</b> <b>Interview Skills Workshop + Online Interviewing</b> 10:00-1:00 pm	<b>21</b>	 <b>22</b> <b>Hiring Event</b> Delivery Driver positions 1:00-3:00pm	<b>23</b> <b>Accessing the Hidden Job Market</b> 10:00-1:00 pm	<b>24</b>
<b>27</b> <b>Resume &amp; Cover Letter Workshop</b> 10:00-1:00 pm	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>  Applying to City of Toronto Opportunities 2:30-4:30 pm

*Space is limited, contact us to sign up!*

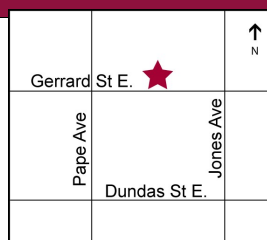
[www.next-steps.ca](http://www.next-steps.ca)

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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: Don Mills, Downsview, Riverdale, Scarborough  
Dundas-Dixie, Mississauga Meadowvale, 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 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.

**Interview Skills + Online Interviewing–** This group workshop will explore strategies and skills to prepare for your next interview, internet interviewing will also be discussed.

**Interview Skills for Hiring Events–** This group workshop will explore the most common questions asked at hiring fairs and how to answer them. Opportunities for practice will be given.

**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:

**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.

**Reena:** Supported Employment Services for persons with Developmental Disabilities

**Toronto District School Board–** Recruitment Information Session for Noon Hour Assistants & Lunchroom Supervisors

**Centennial College–** Healthcare Environmental Services Management program information. Come find out about this in demand sector with employment opportunities in hospitals, nursing homes, etc. in roles such as environmental services, property management and more.

### Hiring Events:

**March 15– Manpower–** Recruiting for Administrative/ Office, Customer Service, Warehouse, General Labour and Skilled Trades

**March 16– Kleen Windows–** General Labour and Window Cleaning positions

**March 17– Diversity– Equal Opportunity Employers** for positions open to persons with disabilities– recruiting for customer service, financial services, IT, office administration and more!

**March 22– Go Logistics–** Delivery Driver positions

For more information, visit [www.next-steps.ca](http://www.next-steps.ca)

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