

Next-Steps Employment Centre Scarborough

**April
2017**

MON	TUE	WED	THU	FRI
<p>3</p> <p>Resume Writing Workshop <i>(Ref. by Employ. Advisor)</i> 9:30 am - 12:00 pm</p> <p>Basic Computer Skills ESU Program 12:30 pm - 2:30 pm</p>	<p>4</p>	<p>5</p> <p>Information Session On Second Career 9:30 am - 12:00 pm</p>	 <p>6</p> <p>Willowdale Community Legal Services Your Rights When You Lose Your Job 1:00 pm - 3:00 pm</p>	<p>7</p> <p>Basic Computer Skills ESU Program 12:30 pm - 2:30 pm</p>
<p>10</p> <p>One-on-One Resume Review & Practice Interviews <i>(By Referral Only)</i> 9:30 am - 11:30 am</p>	<p><i>Tim Hortons</i></p> <p>HIRING EVENT Tim Hortons 10:00 am - 1:00 pm</p>	<p>12</p>	<p>13</p> <p>Labour Market Information Workshop 9:30 am - 11:30 am Applying for Second Career <i>(Ref by Employ. Advisor)</i> 11:30 am - 2:30 pm</p>	<p>14</p> <p>Good Friday CENTRE CLOSED</p>
<p>17</p> <p>Easter Monday CENTRE OPEN</p>	<p>18</p> <p>Employment Boot Camp Day 1 (YJL Series) 10:30 am - 3:30 pm</p>	<p>19</p> <p>Employment Boot Camp Day 2 (YJL Series) 9:30 am - 2:30 pm</p>	<p>20</p> <p>Employment Boot Camp Day 3 (YJL Series) 9:30 am - 2:30 pm</p>	<p>21</p>
<p>24</p>	<p>25</p> <p>Employment Boot Camp Follow-Up Assessment 10:00 am - 3:00 pm</p>	<p>26</p>	<p>27</p> <p>Employment Opportunities System TESS 10:00 am - 12:00 pm</p>	<p>28</p> <p>Labour Market Workshop 9:30 am - 11:30 am Applying for Second Career <i>(Ref by Employ. Advisor)</i> 11:30 am - 2:30 pm</p>

Space is limited, contact us to sign up!

www.next-steps.ca

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Next-Steps Employment Centres

Job Search Workshop Descriptions

Offered at 7 TDSB Locations: Don Mills, Downsview, Riverdale, Scarborough Rouge, Dundas-Dixie, Mississauga Meadowvale, and Vaughan.

Newcomer Women's Employment Quest Series: This workshop is designed for women who are new to Canada. It assists in adapting and developing strategies to effectively job search while building self-esteem & confidence

Employment Opportunity System (EOS) Navigation Training: This workshop explains the Employment Opportunities System (EOS). It is an on-line service that supports the work of Toronto Employment and Social Services by matching people to employment and volunteer opportunities.

Resume and Cover Letters: Participants will complete the workshop with a clear understanding of the different resume formats and know which format best suits their personal job search needs and why. Participants will also learn about cover letters and complete the workshop with an improved resume and cover letter to use in their job search.

Access Hidden Job Market: Participants will learn successful networking strategies for the Canadian labour market and how to tap into the hidden job market to gain access to unadvertised jobs.

Career Exploration: Participants will identify their personal skills, attributes, strengths and be able to match their skills, attributes and strengths to potential careers by exploring career options and research the current labour market for opportunities. Participants will also learn how to use transitional jobs to reach their ideal job goal.

Interview Strategies: Participants will learn about the key elements of an interview, the various types of interviews and understand the proper steps to prepare for a successful interview. Participants will also learn how to avoid common interview mistakes.

Job Offers, Maintenance and Retention: Participants will learn about the difference between a transitional jobs and ideal jobs, sometimes called Job B's and Job A's. Participants will learn what factors need to be considered in any job offer, how to plan ahead to maintain their current and/or next job, and why they need to have a plan for job growth.

Employment Boot Camp Series : This is a 3 day workshop series which will cover several Job Search Strategies and best practices in-depth. Topics include Resume & Cover Letter writing, Labour Market Research , Skills Identification , Interview Skills, Networking with Social Media, Cold Calling & Accessing the Hidden Job Market. Referral required by Employment Advisors.

Skills Identification: Participants will understand and appreciate the different types of skills and the importance of knowing them, especially their transferable skills and how to match these to an employer's needs. Participants will learn why it is important to set goals to achieve the skills that will support their future employment needs.

Networking Through Social Media: Participants will understand what Social Networking is and why it is important to their job search success. Participants will learn to create a "LinkedIn" profile, research an employer, apply for jobs using social media and the common mistakes to avoid in social networking.

Employment Strategy Series for Youth: Participants will identify challenges and explore various techniques to build their career profiles in order to achieve their goals

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

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

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