

Next-Steps Employment Centre Scarborough

**October
2017**

MON	TUE	WED	THU	FRI
<p>2</p> <p>Resume Writing Workshop <i>(Referral by Employment Advisor)</i></p> <p>9:30 am - 12:30 pm</p>	<p>3</p>	<p>4</p>	<p>5</p> <p>One-on-One Resume Review & Practice Interviews <i>(By Appointment Only)</i></p> <p>9:30 am - 4:30 pm</p>	<p>6</p> <p>Applying for Second Career <i>(Referral by Employment Advisor)</i></p> <p>9:30 am - 12:30 pm</p>
<p>9</p> <p>Thanksgiving Day CENTRE CLOSED</p>	<p>10</p>	<p>11</p> <p>Youth Drop-In Day</p> <p>1:00 pm - 5:00 pm</p>	<p>12</p>	<p>13</p> <p>One-on-One Resume Review & Practice Interviews <i>(By Appointment Only)</i></p> <p>9:30 am - 4:30 pm</p>
<p>16</p> <p>Employment Boot Camp Day 1</p> <p>9:30 am - 2:30 pm</p>	<p>17</p> <p>Employment Boot Camp Day 2</p> <p>10:30 am - 3:30 pm</p>	<p>18</p> <p>Employment Boot Camp Day 3</p> <p>9:30 am - 2:30 pm</p>	<p>19</p>	<p>20</p>
<p>23</p> <p>Employment Boot Camp Follow-Up</p> <p>9:30 am - 2:30 pm</p>	<p>24</p>	<p>25</p> <p>Effective Job Search Tips For Experienced Workers</p> <p>9:30 am - 11:30 am</p>	<p>26</p> <p>Employment Opportunity System TESS</p> <p>10:00 am - 12:00 pm</p>	<p>27</p> <p>Career Exploration</p> <p>9:00 am - 12:00 pm</p>
<p>30</p> <p>One-on-One Resume Review & Practice Interview <i>(By Appointment Only)</i></p> <p>9:30 am - 11:30 am</p>	<p>31</p>			

Space is limited, contact us to sign up!

www.next-steps.ca

 [NextStepsEmploymentCentres](https://www.facebook.com/NextStepsEmploymentCentres)

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Open Monday to Friday, 9am-5pm



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**EMPLOYMENT
ONTARIO**

Next-Steps Employment Centres

Job Search Workshop Descriptions

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

Resume and Cover Letters: Participants will have 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.

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.

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 or Job Developers.

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.

Applying for Second Career: This is a group workshop to help you understand, fill in the training application and re-search the labour market. A referral from your Employment Advisor is required to ensure you qualify.

Effective Job Search Tips For Experienced Worker: This is a group workshop to provide job search strategies for the experienced worker who are over 55 years old .

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