

Next-Steps Employment Centre Don Mills Workshop Calendar

**April
2017**

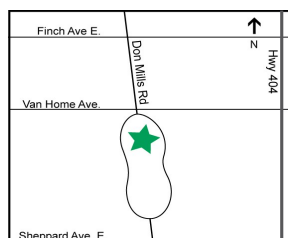
MON	TUE	WED	THU	FRI
3	4 Second Career Information Session 10:00 AM — 1:00 PM	5	6 Tax Clinic 9:30 AM – 4:30 pm By appointment	7 One-on-One Resume Tune-Up or Mock Interview (by appointment) 10:00 AM - 4:00 PM
10 Resume & Cover Letter 10:00 AM — 12:00 PM	11	12 CPA Information Session 12:00 PM—2:00 pm	13 Steps to Successful Job Search 10:00 AM—12:00 PM Tax Clinic 9:30 AM—4:30 PM	14 Good Friday Office Closed
17	18 Networking 101 10:00 AM — 12:00 PM	19 Interviewing Skills 10:00 AM - 12:00 PM Group Interview Practice 1:00 PM — 3:00 PM	20 Tax Clinic 9:30 AM – 4:30 PM By appointment	21 One-on-One Resume Tune-Up or Mock Interview (by appointment) 10:00 AM - 4:00 PM
24 Career Exploration Day—1 10:00 AM—3:00 PM	25 Career Exploration Day—2 10:00 AM—3:00 PM	26 Career Exploration Day—3 10:00 AM—3:00 PM	27 Tax Clinic 9:30 AM – 4:30 PM By appointment Resume & Cover Letter 10:00 AM — 12:00 PM	28

Space is limited, contact us to sign up!

www.next-steps.ca

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**EMPLOYMENT
ONTARIO**

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.

Registration is required for ALL workshops

Steps to Successful Job Search: We will review our programs and services offered at our centre. and teach you how to effectively job search and research employers.

Second Career Application Information Session: This group workshop will help you to understand and complete the training application.

A referral from your Employment Advisor is required to ensure you are qualified to apply.

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.

Refining Your Resume and Cover Letter: 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.

Practice Interviews (One-On-One By Appointment): This 45-minute one-on-one appointment will help you to practice your interviewing skills.

Bring a copy of your resume and job posting to this appointment.

Group Practice interview: Receive additional support within a motivating group environment . Participants will learn within an experiential setting while practicing their interviewing skills.

Accessing the Hidden Job Market: This workshop will give participants tips on how they can access jobs that may not be advertised to the public.

Networking 101: This workshop will provide you with tips on how to effectively build relationships and grow your network.

Career Exploration: This 3 day session is an all inclusive workshop that will assist participants build their confidence and career knowledge through self discovery. Workshops includes Skills Identification, Career & Personality Dimensions, Labour Market Information and strategic job searching tips.

Participants MUST be able to attend all 3 days

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