

Next-Steps Employment Centre Don Mills Workshop Calendar

**March
2017**

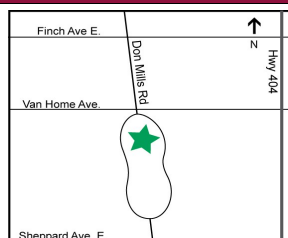
| MON | TUE | WED | THU | FRI |
|--|---|--|--|--|
| | | 1 Interview Skills 10:00 AM –12:00 PM Group Practice Interview 1:00 PM—3:00 PM | 2 Tax Clinic 9:30 AM – 4:30 PM By appointment | 3 One-on-One Resume Tune-Up or Mock Interview (by appointment) 10:00 AM - 4:00 PM |
| 6 Excel Training In progress Steps to Successful Job Search 1:00 PM — 3:00 PM | 7 Resume and Cover Letter 1:00 PM – 3:00 PM | 8 Second Career Information Session 10:00 AM—12:30 PM TTC Info Session 1:00 PM—2:30 PM | 9 Tax Clinic 9:30 AM – 4:30 PM By appointment | 10 One-on-One Resume Tune-Up or Mock Interview (by appointment) 10:00 AM - 4:00 PM |
| 13 Stress Management 10 AM—11:30 AM Youth Job Link Summer Job Preparation 1:00 PM—3:00 PM | 14 Self Employment Presentation by Enterprise Toronto 10:00 AM - 11:30 AM | 15 | 16 Tax Clinic 9:30 AM – 4:30 PM By appointment | 17 Excel Training 9:00 AM - 11:30 AM In progress |
| 20 Excel Training In progress Interview Skills 1:00 PM—3:00 PM | 21 Self Marketing and Branding 10:00 AM—11:30 AM | 22 Resume and Cover Letter 10:00 AM – 12:00 PM Seneca College Info Session 1:00 PM—2:30 PM | 23 Tax Clinic 9:30 AM – 4:30 PM By appointment | 24 One-on-One Resume Tune-Up or Mock Interview (by appointment) 10:00 AM - 4:00 PM |
| 27 Excel Training In progress Group Practice Interview 1:00 PM—3:00 PM | 28 Centennial College Information Event 12:30 PM—2:30 PM | 29 | 30 Tax Clinic 9:30 AM – 4:30 PM By appointment T&T Hiring Event 11:00 AM—3:00 PM | 31 Excel Training 9:00 AM - 11:30 AM In progress |

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.

Registration is required for ALL workshops

Steps to Successful Job Search: We will review our programs and services offered at our centre and give you tips on how to effectively job search.

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 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 a job posting to this appointment.

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

Starting Your Own Business: This group workshop presented by our community partner Enterprise Toronto and will guide you through the steps of self employment program requirements. (See Flyer)

Career Exploration: This 3 day interactive session is an all inclusive workshop that will assist participants build their confidence and career knowledge through self discovery. Workshops include Skills Identification, Career & Personality Dimensions, and strategic job searching tips. (Available in April)

Self Marketing and Branding : This workshop will provide you with tips on how to market your skills to potential employers.

Free Income Tax Clinic: —for low income registered clients—**MUST REGISTER**

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

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