

Next-Steps Employment Centre Downsview Workshop & Events Calendar

**MARCH
2017**

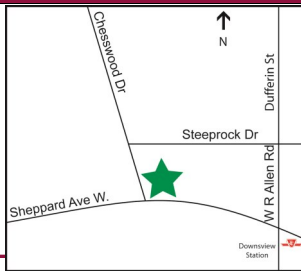
MON	TUE	WED	THU	FRI
<p>ARE YOU NEW TO OUR CENTRE? Drop in to meet with us Monday -Friday at 9:00 am <i>* MUST BRING SIN Card, Photo ID & Resume *</i></p>		<p>TORONTO DISTRICT SCHOOL BOARD Recruitment Info Session 11:00 am –12:30 pm See Reverse for details</p>	<p>TARGETED COVER LETTERS 10:00 am - 1:00 pm</p>	<p>HIRING EVENT LOWES JOB FAIR 1:00 pm –3:00 pm</p>
<p>6 Toronto Employment & Social Services How to find Volunteer & Employment Opportunities System 10:00 am - 12:00 pm</p>	<p>7 "SHOCK & AWE" INTERVIEW SKILLS 10:00 am - 1:00 pm</p>	<p>8 FUTURE WORK Labour Market Trends & Opportunities</p>	<p>9 HIGH IMPACT RESUMES 10:00 am – 1:00 pm</p>	<p>10</p>
<p>13 Toronto Employment & Social Services How to find Volunteer & Employment Opportunities System 10:00 am - 12:00 pm</p>	<p>MIH 14 CAREER DIRECTIONS Day 1 (YOUTH) Requires a 2 day commitment 10:00 a.m.-4:00 p.m.</p>	<p>MIH 15 CAREER DIRECTIONS Day 2 (YOUTH) Requires a 2 day commitment. 10:00 a.m.-4:00 p.m.</p>	<p>MIH 16 CAREER DIRECTIONS Follow-up with YOUTH Participants to Interpret Results 1 on 1 with Employment Specialist</p>	<p>17</p>
<p>20 Toronto Employment & Social Services How to find Volunteer & Employment Opportunities System 10:00 am - 12:00 pm</p>	<p>21 SECOND CAREER & Labour Market Information Part I 10 am -12 p.m. Referral By Employment Advisor is Required</p>	<p>RCMP 22 RECRUITING EVENT 10:00 am - 12:00 pm Presentation 12:00 pm - 1:00 pm PREPARATION for Testing</p>	<p>23 HIGH IMPACT RESUMES 10:00 am – 1:00 pm</p>	<p>24 TARGETED COVER LETTERS 10:00 am - 1:00 pm</p>
<p>27 Toronto Employment & Social Services How to find Volunteer & Employment Opportunities System 10:00 am - 12:00 pm</p>	<p>28</p>	<p>29</p>	<p>30 THE HIDDEN JOB MARKET NETWORKING Part 1 10:00 am—1:00 pm</p>	<p>31</p>

Space is limited, contact us to sign up!

www.next-steps.ca

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Open Monday to Friday, 9am-5pm

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**EMPLOYMENT
ONTARIO**

Next-Steps Employment Centres

Job Search Workshop Descriptions

For Downsview location at 3701 Chesswood Drive

Visit next-steps.ca for more information on the 7 new Next-Steps Employment Centres and more programs and services offered through the Toronto District School Board.

Job Search Workshops:

High Impact Resumes: In today's competitive market, "good enough is not good enough". Get to the Interview with a great Resume. Learn how to maximize responses to your Resume by Employers.

Targeted Cover Letters: "You never get a second chance to make a great first impression." Learn how to create Targeted Cover Letters that get the **A. attention, I. interest, D. desire and A. action** you want from employers.

Shock & Awe Interviews: "Flying by the seat of your pants" will only get you torn pants. Implement the 4P's of Interviews and Ace the Interview every time.

Networking Your Way to Your New Job Part 1: Tapping into the Hidden Job Market

Most people don't really understand Networking as it relates to the Hidden Job Market and how to successfully leverage who you know during your job search. Find out the ins & outs of the most effective job search technique.

One on One Tune-ups: Whether it's Resumes or Interviews, follow-up after the workshops with feedback on these important job search components with a 1 on 1 session with an Employment Specialist.

Appointments **require workshop attendance** and are **booked by the Employment Specialist only**.

Second Career Workshop, Part 1 Do you meet eligibility and suitability for Second Career? After meeting with your Employment Advisor, Scoring 16 points and discussing your choice of Career Path, the next step is begin the application process. This 2-hour workshop will give you the tools you need to prepare your Second Career application and teach you how to conduct your school and labor market research.

SPECIAL EVENTS:

CAREER EXPLORATION: March Break, "Make It Happen" MIH YOUTH This workshop requires a 2 Day commitment to attend. You must also be on time for both days for the assessments and inventories that will be completed. This workshop will be taking a closer look at your own unique Personality, Values, Interest and Skills and provide some ideas for you to research and consider regarding your future career path. Excellent English language and good vocabulary skills are recommended to achieve the full benefit of this program.

Toronto District School Board Recruitment Information Session: March 1st, 2017 11:00 am -1:00 pm. A representative from the TDSB Employee Services will provide information on applying for Noon Hour Assistant, Lunchroom Supervisors and Supply Educational Assistants. Call to Register at 416-395-9559. Registration Requirements : Photo ID, SIN and copy of your resume.