

Next-Steps Employment Centre Dundas-Dixie Workshop Calendar

March
2017

MON	TUE	WED	THU	FRI
IN THE RESOURCE AREA ⇒ Computers, scanner, printer ⇒ Toronto Star newspaper ⇒ Labour market information ⇒ Fax, photocopier ⇒ Job postings		1 Prove It! - Brought to you by Kenexa® FREE SKILLS TESTING & TUTORIALS <i>*Ask our Information Assistant for full details.</i>	2 RESUME & COVER LETTER DEVELOPMENT CLINIC (bring usb, 1 job posting) 10 am - 1 pm	3
6 SECOND CAREER & Labour Market Information (referral by Employment Advisor required) 10 am - 2 pm	7 Hiring Event 11 am - 2 pm NATIONS FOODS SEND RESUME TO: rosalind.bedeau@tdsb.on.ca	8 ONE TO ONE Resume Review or Video Practice Interview (book with Information Assistant)	9 Hiring Event 10 am PATIENT COMMUNICATION SPECIALIST DOCUMENT SCANNER SEND RESUME TO: kim.macdonald@tdsb.on.ca	10
13 Hiring Event 9:30 am Shippers/Receivers SEND RESUME TO: kim.macdonald@tdsb.on.ca	14  PROVE IT! WORKSHOP 10:30 am - 11:30 am (Learn how to use this software for a variety of tests. Instructor led group workshop.)	15 Hiring Event 10 am English Bay Batter various positions SEND RESUME TO: kim.macdonald@tdsb.on.ca	16 ONE TO ONE Resume Review or Video Practice Interview (book with Information Assistant)	17
 20 SCOTT'S DIRECTORIES WORKSHOP 10:30 am - 11:30 am (Learn how to use this software to research companies effectively)	21 Hiring Event 10 am Window/Gutter Cleaners SEND RESUME TO: kim.macdonald@tdsb.on.ca	22	23 ONE TO ONE Resume Review or Video Practice Interview (book with Information Assistant)	24
27 INTERACTIVE & FUN Job Camp Day 2 10 am - 2 pm	28 INTERACTIVE & FUN Job Camp Day 2 10 am - 2 pm	29 INTERACTIVE & FUN Job Camp Day 3 10 am - 2 pm	30	31

Space is limited. Call 905-896-1364 to sign up!

www.next-steps.ca

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Operated by



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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.

Applying for Second Career & Labour Market Research: This 4 hour group workshop will help you to understand and fill in the training application for Second Career and teach you how to research and print out labour market information required for the Second Career package. A referral from your Employment Advisor is **mandatory** to ensure you qualify.

Job Camp: 3 days' group workshops includes: Tweaking resume/cover letter, interview practice/etiquette, social media, networking/cold calling, labour market research and information, branding and motivation. Several activities to boost success.

Labour Market Information: Component of **job camp** which includes discussion of websites, methods of labour market research and benefits of both.

Networking & Cold Calling: Component of **job camp**. You will ask questions, develop cold calling scripts, practice with other attendees to refine and implement techniques for job search.

One to One Resume Review : 45 minute tweaking of **completed** resume for a **specific job** posting. Bring a job posting and have your resume on a usb. Need help with keyboarding and formatting? Employment Specialist will assist you.

One to One Interview Practice: 45 minute videotaped session with Employment Specialist. Dress the part. Bring a resume and a job posting.

Interview Skills: 2 hour workshop. Learn the etiquette, do's and don'ts. Active as you will practice interviewing with other attendees.

Resume/Cover Letter Development Clinic: 3 hour group workshop to create a resume and cover letter. Bring a usb & job posting. You may also work on paper. We will cover resume styles and how to create an effective covering letter, traditional and two column.

Social Networking: Component of **job camp**. LinkedIn, Twitter, facebook, and Instagram for job search.

Career Exploration: Self-directed exploration using Career Cruising to learn what your skills, likes and learning style are for career selection and pursuit.

Labour Market Research: Afternoon component of **Second Career** to gather labour market documents for application Inclusion for Second Career.

Workplace Culture: Component of **job camp** to gain valuable insight into job retention, employer expectations, skills most desired.



Prove It! Workshop: 1 hour group workshop is hands on and will take participant through how to complete tests and print out results. The results can be added to a resume/cover letter or shared during the interview process as proof of competency for the job. **Assisted** clients can also book time with an Employment Advisor to discuss their test results. All clients are eligible to use Prove It! testing software at the centre.



Scott's Directories: 1 hour group workshop where you will learn how to use the software to research companies.

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