

Next-Steps Employment Centre Mississauga Meadowvale Calendar

November
2017

MON	TUE	WED	THU	FRI
	<i>"Success always comes when preparedness meets opportunity." - Henry Hartman</i>	1	2	3
6	7	8	10:00am -12:00pm 	10
13 9:30am-3:30pm WINNING RESUME & COVER LETTER	14 9:30am-12:30pm HOW TO ACE INTERVIEWS	15 9:30am-3:30pm SOCIAL NETWORKING FOR JOB SEARCH 	16 9:30am-3:30pm NETWORKING & COLD-CALLING FOR JOB SUCCESS	17
20 9:30am-12:30pm LABOUR MARKET RESEARCH	21 9:30am-3:30pm ASSESS YOUR PERSONALITY for Career Success with MYERS BRIGGS (EA referral required)	22	23 9:30am-12:30pm SECOND CAREER (EA referral required) 3:30pm-5:00pm IT Info Session (for Youth 18-29)	24
27 9:30am-3:30pm WINNING RESUME & COVER LETTER	28 9:30am-12:30pm PERSONAL BRANDING & SELF MARKETING	29	30	Test your skills with Kenexa Prove It! Sign up at the front desk today !

Space is limited, contact us to sign up!



WWW.NEXT-STEPS.CA



NEXTSTEPSEMPLOYMENTCENTRES



@NEXTSTEPSEC



OPERATED BY THE TDSB



**Open Monday - Friday
9am - 5pm**

**6435 ERIN MILLS PARKWAY, UNIT C-03
BATTLEFORD CENTRE
MISSISSAUGA, ON L5N 4H4
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This Employment Ontario service is funded in part by the Government of Canada

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.

Second Career (3 hours): This group workshop will help you to understand and fill-in the application forms, and research your labour market. A referral from your Employment Advisor is required to ensure you qualify.

Labour Market Research (3 hours): In this group workshop, participants will gain insights into labour market supply and demand and what sources they can use to perform detailed job research, generate job profiles and cross-check Labour Market trends to better plan their future career path.

Winning Resume and Cover Letter (6 hours): In this group workshop, participants will gain a clear understanding of the different resume formats and know which format best suits their personal job search needs. Participants will complete the workshop with an improved resume and cover letter to use in their job search. Participants must bring soft and hard copies of a current resume, cover letter, and job posting.

Effective Social Networking (6 hours): In this group workshop, participants will learn and be able to navigate through the complex world of Social Networking (i.e. LinkedIn, Twitter, Facebook). Participants will be assisted with their LinkedIn profiles and gain tips on how to make themselves more marketable. Build your professional online image and connect with job opportunities by understanding the **free strategic, online networking tools you have at your fingertips!**

Networking & Cold Calling for Job Success (3 hours): This group workshop will teach you the secrets to conducting the top 2 successful job search techniques within the hidden job market: networking and cold calling with employers, friends, and strangers.

Personal Branding & Self-Marketing (3 hours): Did you know that you are your own brand? Do you know what self-marketing is and how personal branding makes you stand out in front of a potential employer as you learn to differentiate yourself from the rest of the applicants?

How to Ace Interviews (3 hours): In this group workshop, 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.

Assess Your Personality for Career Success with Myers Briggs (6 hours): The knowledge you gain about your personal traits within this unique personality assessment workshop will guide you to the right type of career path and success in the workplace.

Youth Job Search Boot Camp (6 hours): Have a hard time getting summer jobs or part time jobs during the school year? We have the perfect combination of preparation and contacts to valuable employers who are happy to give you a chance to prove yourself! Come and **learn about winning resumes, techniques to perform during interviewing with employers and also what to do once you get the job!** Our short, fun, hands on workshop will give you the power to move into the world of work with confidence and success! Join our Youth Job Search Boot Camp and get on with the program! What are you waiting for?

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

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