

# Next-Steps Employment Centre Scarborough

**March  
2017**

MON	TUE	WED	THU	FRI
		<b>1</b> <b>Resume Writing Workshop</b> <i>(Referral by Employment Advisor)</i> 9:30 am - 12:30 pm	<b>2</b> <b>One-on-One Resume Review &amp; Practice Interviews</b> <i>(By Referral Only)</i> 9:30 am - 4:30 pm	<b>3</b> <b>Information Session On Second Career</b> 9:30 am - 12:00 pm
<b>6</b> <b>Employment Boot Camp Day 1 (YJL Series)</b> 9:30 am - 12:00 pm <b>Basic Computer Skills ESU Program</b> 12:30 pm - 2:30 pm	<b>7</b>	<b>8</b> <b>Employment Boot Camp Day 2</b>  <i>(YJL Series)</i> 9:30 am - 3:30 pm	<b>9</b> <b>Employment Boot Camp Day 3</b>  <i>(YJL Series)</i> 9:30 am - 3:30 pm	<b>10</b> <b>Basic Computer Skills ESU Program</b> 12:30 pm - 2:30 pm
<b>13</b> <b>Basic Computer Skills ESU Program</b> 12:30 pm - 2:30 pm	<b>14</b>	<b>15</b> <b>One-on-One Resume Review &amp; Practice Interviews</b> <i>(By Referral Only)</i> 9:30 am - 4:30 pm	<b>16</b>	<b>17</b> <b>Basic Computer Skills ESU Program</b> 12:30 pm - 2:30 pm
 <b>20</b> <b>Hiring Event Ritchie Transportation Group</b> 10:00 am-12:00 pm <b>Basic Computer Skills ESU Program</b> 12:30 pm - 2:30 pm	<b>21</b> <b>Labour Market Information Workshop</b> 10:30 am - 11:30 am <b>Applying for Second Career</b> <i>(Ref by Employ. Advisor)</i> 11:30 am - 3:00 pm	<b>22</b> <b>Employment Boot Camp Follow-Up Assessment</b> 10:30 am - 3:30 pm	 <b>23</b> <b>Information Session City Of Toronto PAYE Program</b> 9:30 am - 11:30 am	<b>24</b> <b>Resume Writing</b> <i>(Ref. by Employ. Advisor)</i> 9:30 am - 11:30 am <b>Basic Computer Skills ESU Program</b> 12:30 pm - 2:30 pm
<b>27</b> <b>Interview Strategies Workshop</b> <i>(Ref. by Employ. Advisor)</i> 9:30 am - 11:30 am <b>Basic Computer Skills ESU Program</b> 12:30 pm - 2:30 pm	<b>28</b> <b>Employment Opportunity System City Of Toronto TESS</b> 2:00 pm - 4:00 pm	<b>29</b> <b>One-on-One Resume Review &amp; Practice Interviews</b> <i>(By Referral Only)</i> 9:30 am - 4:30 pm	 <b>30</b> <b>Hiring Event Stock Transportation</b> 10:30 am - 12:30 pm	<b>31</b> <b>Basic Computer Skills ESU Program</b> 12:30 pm - 2:30 pm

*Space is limited, contact us to sign up!*

[www.next-steps.ca](http://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.

**Basic Computer Skills:** This is a 5 week workshop series where participants will learn basic computer skills which includes Word Processing, Internet, E-mail & Computer Ethics and apply it towards their employment goals

**Resume and Cover Letters:** Participants will complete the workshop with a clear understanding of the different resume formats and know which format best suits their personal job search needs and why. Participants will also learn about cover letters and complete the workshop with an improved resume and cover letter to use in their job search.

**Access Hidden Job Market:** Participants will learn successful networking strategies for the Canadian labour market and how to tap into the hidden job market to gain access to unadvertised jobs.

**Career Exploration:** Participants will identify their personal skills, attributes, strengths and be able to match their skills, attributes and strengths to potential careers by exploring career options and research the current labour market for opportunities. Participants will also learn how to use transitional jobs to reach their ideal job goal.

**Interview Strategies:** 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.

**Job Offers, Maintenance and Retention:** Participants will learn about the difference between a transitional jobs and ideal jobs, sometimes called Job B's and Job A's. Participants will learn what factors need to be considered in any job offer, how to plan ahead to maintain their current and/or next job, and why they need to have a plan for job growth.

**Employment Boot Camp (For Adults/Youth Job L Series):** This is a 3 day workshop series which will cover several Job Search Strategies and best practices in-depth. Topics include Resume & Cover Letter writing, Labour Market Research , Skills Identification , Interview Skills, Networking with Social Media, Cold Calling & Accessing the Hidden Labour Market. Referral required by Employment Advisors or Job Developers.

**Skills Identification:** Participants will understand and appreciate the different types of skills and the importance of knowing their own skills, especially their transferable skills and how to match these skills to an employer's needs. Participants will learn why it is important to set goals to achieve the skills that will support their future job goals.

**Networking Through Social Media:** Participants will understand what Social Networking is and why it is important to their job search success. Participants will learn how to create a linked in profile, how to research an employer using social media and the common mistakes to avoid in social networking.

**Applying for Second Career and Labour Market Information and Skills Identification:** This full day group workshop will help you to understand and fill in the training application and to research the labor market. A referral from your Employment Advisor is required to ensure you qualify.

For more information, visit [www.next-steps.ca](http://www.next-steps.ca)

**Ontario Works Assistance Overview; This workshop provides information about financial services and supports available through Toronto Employment and Social Services**

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