

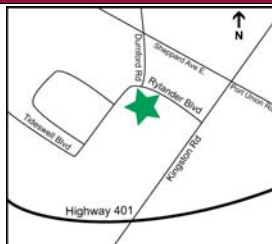
# Next-Steps Employment Centre Scarborough Rouge

October  
2010

MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11 <b>Thanksgiving Day</b> <b>CENTRE CLOSED</b>	12	13 Interview Skills 9:30am-12:30pm  Networking and Job Maintenance 1:30-4:30pm	14	15 Labour Market Info and Skills identification 9:30am-12:30pm Resumes & Cover Letters 1:30-4:30pm
18 How to Start Business: Things to Consider By Centennial College 1:30-3:30pm	19	20	21 Creating Job Search Documents Using MS Word 9:30-4:30pm	22 Gain Relevant Experience at a Practice Firm By Financial Corp Practice Firm 2-4pm
25 Introduction to Computers, Internet and Email 9:30am-4:30pm	26 Surviving Tough Times By Credit Canada 2-4pm	27 Second Career Workshop 9:30am-12:30pm	28	29

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

**next-steps.ca**  
Skills Training & Employment Preparation Services



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

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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.

**Second Career Application, Labour Market Research, Career Exploration & Transferable Skills Workshops :** These 3-hour group workshops will help you to understand and fill in the training application, to research your labour market, perform personality tests for career options, and identify your transferable skills. A referral from your Employment Advisor is required to ensure you qualify to apply.

**Resume Tune-ups & Mock Interviews (One-On-One By Appointment):** This 45-minute one-on-one appointment will help you to improve your resume and cover letter to get you interviews! You can book another 45-minute one-on-one appointment for a mock interview to polish your interview skills.

**Networking & Cold Calling:** This 2-hour group workshop will teach you the secrets to conducting the top 2 successful job search techniques: networking and cold calling with employers, friends, and strangers.

**Job Retention:** This 3-hour group workshop will help you to keep your next job long-term.

**Starting Your Own Business:** This 3-hour group workshop will guide you through the steps of self employment and the OSEB program requirements.

**Career Opportunities With... Series:** Employers who are hiring will be invited on a monthly basis to do information sessions.

**Introduction to Computers:** This is a very introductory computer tutorial, recommended to those with little or no computer skills.

**MS Word – Parts 1-4: Creating Job Search Tools:** Learn the skills necessary to create and format a resume and cover letter using MS Word.

**Introduction to Internet for Job Search:** This tutorial is a very introductory lesson, recommended to those with little or no experience on the Internet. In this half-day session, you will have an opportunity to explore various websites for employment and learn how to use them effectively to source job leads and apply for them online.

**Introduction to Email for Job Search:** This tutorial is very introductory, recommended to those with little or no experience using email to job search.

**MS Outlook—Get Organized:** This session covers how to manage your calendar, tasks, inbox, contacts and folders for your job search activities.

**MS Excel – Parts 1-4: Organize Your Job Search:** An introduction session to create and edit spreadsheets, input data, use formulas, create charts and a simple database, validate data and process it. You will create your own spreadsheet to organize your work search.

**MS PowerPoint for Interviews:** Learn how to create presentations with PowerPoint and tips to communicate effectively to employers.

**MS Publisher for Calling Cards:** Learn how to use Publisher to create your card for networking while job searching.

**MS Access – Parts 1-4: Manage Networking Contacts:** Get an introduction to MS Access and how to create tables, forms, queries and reports, and editing tables. Get started on creating a database to manage your networking contacts.

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

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