|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MONDAY**  | **TUESDAY**  | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| **2****Which Resume Fits You Best?**PRE-RECORDED[Register](https://docs.google.com/forms/d/1gJ7jSxD_RbSMY9CAfezZEFm3YJjVqhX7c64IXIOARMs/edit) | **3****Bridge the** **Skills Gap** PRE-RECORDED[Register](https://docs.google.com/forms/d/1gJ7jSxD_RbSMY9CAfezZEFm3YJjVqhX7c64IXIOARMs/edit) | **4****Dealing with Difficult, Different People**PRE-RECORDED[Register](https://docs.google.com/forms/d/1gJ7jSxD_RbSMY9CAfezZEFm3YJjVqhX7c64IXIOARMs/edit) | **5****Get Prepared & Begin Job Search:** 1 pm-2 pm[Register](https://docs.google.com/forms/d/1gJ7jSxD_RbSMY9CAfezZEFm3YJjVqhX7c64IXIOARMs/edit)LIVE WEBINAR | **6****Time Management Essentials, Get Focused**[Register](https://docs.google.com/forms/d/1gJ7jSxD_RbSMY9CAfezZEFm3YJjVqhX7c64IXIOARMs/edit)PRE-RECORDED |
| **9****Sharpen Your LinkedIn Profile**PRE-RECORDED[Register](https://docs.google.com/forms/d/1gJ7jSxD_RbSMY9CAfezZEFm3YJjVqhX7c64IXIOARMs/viewform?edit_requested=true) | **10** | **11****Cover Letter Secrets Revealed** PRE-RECORDED[Register](https://docs.google.com/forms/d/1gJ7jSxD_RbSMY9CAfezZEFm3YJjVqhX7c64IXIOARMs/viewform?edit_requested=true) | **12** | **13** |
| **16****7 Habits of Highly Effective People** PRE-RECORDED[Register](https://docs.google.com/forms/d/1gJ7jSxD_RbSMY9CAfezZEFm3YJjVqhX7c64IXIOARMs/edit) | **17** | **18****Zoom Interviews Tips & Prep**1:00 pm-2:00 pm[Register](https://docs.google.com/forms/d/1gJ7jSxD_RbSMY9CAfezZEFm3YJjVqhX7c64IXIOARMs/edit)LIVE WEBINAR | **19****Second Career****Part 1, Information** PRE-RECORD[ED](https://docs.google.com/forms/d/1gJ7jSxD_RbSMY9CAfezZEFm3YJjVqhX7c64IXIOARMs/viewform?edit_requested=true) [Register](https://docs.google.com/forms/d/1gJ7jSxD_RbSMY9CAfezZEFm3YJjVqhX7c64IXIOARMs/viewform?edit_requested=true) | **20****Second Career****Part 2 & Part 3**1:30 pm -2:30 pm[Register](https://docs.google.com/forms/d/1gJ7jSxD_RbSMY9CAfezZEFm3YJjVqhX7c64IXIOARMs/edit)LIVE WEBINAR |
| **23****Has Your Job Search Stalled?**PRE-RECORDED[Register](https://docs.google.com/forms/d/1gJ7jSxD_RbSMY9CAfezZEFm3YJjVqhX7c64IXIOARMs/edit) | **24****BOOTCAMP, Day 1** 10:00 am-12:00 pmResume & Cover Letter[Register](https://docs.google.com/forms/d/1gJ7jSxD_RbSMY9CAfezZEFm3YJjVqhX7c64IXIOARMs/viewform?edit_requested=true) LIVE WEBINAR | **25** |  **26****BOOTCAMP, Day 2**10:00 am-12:00 pmLinkedIn, Social Media,  [Register](https://docs.google.com/forms/d/1gJ7jSxD_RbSMY9CAfezZEFm3YJjVqhX7c64IXIOARMs/edit)LIVE WEBINAR | **27****WHO AM I?****Personality @Work**10:00 am-12:00 pm[Register](https://docs.google.com/forms/d/1gJ7jSxD_RbSMY9CAfezZEFm3YJjVqhX7c64IXIOARMs/edit)LIVE WEBINAR |
| **30****BOOTCAMP, Day 3**10:00 am-12:00 pmInterview Skills[Register](https://docs.google.com/forms/d/1gJ7jSxD_RbSMY9CAfezZEFm3YJjVqhX7c64IXIOARMs/edit)LIVE WEBINAR | **31** |  |  |  |
| **EVENTS ARE FREE. REGISTRATION REQUIRED.**Next-Steps Employment Centre—Downsview3701 Chesswood Drive, Suite 100416-395-9559 | nsec-downsview@tdsb.on.caFacebook.com icon[@NextStepsEmploymentCentres](https://www.facebook.com/NextStepsEmploymentCentres/) | Twitter.com icon [@NextStepsEC](https://twitter.com/NextStepsEC) | Qr code  Description automatically generated**REGISTER:CALL US AT 416-395-9559 SCAN OR CLICK** |

 EveNTS Calendar: **AUGUST 2021**

**The 7 Habits of Highly Effective People** (Stephen Covey’s 7 Principles) **Pre-Recorded**

Hit the “reset” button and “wipe the slate clean” by starting with a change from within. The 7 Habits of Highly Effective People is still considered foundational to leading a life with meaning and purpose. Reflection leads to progression!

**Soft Skills Solutions©: Coming This Fall! Skills Employers Want!**

**Who Am I? LIVE 10 am – 12 pm, August 27th**

Your Temperament is discovered with a Self-Discovery process. Understanding human relations are important professional development skills to have in leadership. Self-awareness, self-knowledge, and self-reliance are the characteristics Employers want!

**Cover Letter Secrets Revealed**: **Pre-Recorded**

Learn about the importance of an excellent Cover Letter and how to target toward each Employer.

**Sharpen Your LinkedIn Profile: Pre-Recorded**

Change your Strategy and make improvements with these Tips and Profile Techniques.

**Second Career, Part 1, Information Session:** **Pre-Recorded**

Register with Next-Steps and meet with an Employment Advisor to discuss options and choices for your career future.

**Has Your Job Search Stalled?** **Pre-Recorded**

Mediocre is not good enough in a highly competitive employment market. Make changes and improve the quality of your self-presentation skills and just how to do just that!

**Bridge the Skills Gap**: **Future Work: Pre-Recorded**

Explore skills that are in high demand and lacking that Employers seek the most from candidates.

**Which Resume “Fit” Best? Pre-Recorded**

Applicant Tracking Systems, Keywords, and Resume formats are discussed to understand Technology’s impact on Job Search. How do you know, what you don’t know?

**Time Management Essentials, The Pomodoro Method: Pre-Recorded**

Learn how to increase your productivity and stay on task with 7 Things to follow.

**Dealing with Difficult/Different People in the Workplace: Pre-Recorded**

Why do we just “click” with some people and “clash” with others! Find out Why?