|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 pm  Resume & 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 pm  LinkedIn, 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 pm  Interview Skills  [Register](https://docs.google.com/forms/d/1gJ7jSxD_RbSMY9CAfezZEFm3YJjVqhX7c64IXIOARMs/edit)  LIVE WEBINAR | **31** |  |  | |  |
| **EVENTS ARE FREE. REGISTRATION REQUIRED.** Next-Steps Employment Centre—Downsview 3701 Chesswood Drive, Suite 100 416-395-9559 | [nsec-downsview@tdsb.on.ca](mailto:nsec-downsview@tdsb.on.ca)  Facebook.com icon[@NextStepsEmploymentCentres](https://www.facebook.com/NextStepsEmploymentCentres/) | Twitter.com icon [@NextStepsEC](https://twitter.com/NextStepsEC) | | | | [Qr code  Description automatically generated](https://docs.google.com/forms/d/1gJ7jSxD_RbSMY9CAfezZEFm3YJjVqhX7c64IXIOARMs/edit)  **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?