

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5 Has Your Job Search Stalled? Register PRE-RECORDED	6	7
10 Second Career Info Session (Referral by Employment Advisor Required) 2:00pm-4:00pm LIVE WEBINAR	11 Interview Skills 2:00pm-4:00pm Register LIVE WEBINAR	12 One to One Resume Review or Interview Practice (Referral by Employment Advisor Required) 9:30am-3:00pm	13 Resume and Cover Letter 2:00pm-4:00pm Register LIVE WEBINAR	14
17 One to One Resume Review or Interview Practice (Referral by Employment Advisor Required) 9:30am-3:00pm	18 Communication Challenges Using Social Media Register PRE-RECORDED	19 LinkedIn for Beginners 2:00pm-3:00pm Register LIVE WEBINAR	20 Info Session: Employment Standards Program 10:00am-11:30am Register GUEST SPEAKER	21 Second Career Info Session (Referral by Employment Advisor Required) 2:00pm-4:00pm LIVE WEBINAR
24 How to Convey Skills, Accomplishments and Achievements Register PRE-RECORDED	25 Interview Skills 2:00pm-4:00pm Register LIVE WEBINAR	26 Info Session: Up With Women 10:00am-11:00am Register GUEST SPEAKER	27 One to One Resume Review or Interview Practice (Referral by Employment Advisor Required) 9:30am-3:00pm	28 Resume and Cover Letter 2:00pm-4:00pm Register LIVE WEBINAR
31				

EVENTS ARE FREE. REGISTRATION REQUIRED.

Next-Steps Employment Centre—Riverdale
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REGISTER:
CALL US AT
416-396-2020
SCAN OR CLICK



Refining Your Resume and Cover Letter Workshop



In this group workshop, learn about the different types of resumes and how to develop your own targeted resume and cover letter for a specific position.

Interview Skills + Online Interviewing

Our Instructor will work with participants to practice and prepare various challenging interview questions. Online interviews will also be discussed.

One-on-One Resume Reviews

This individual session is for those who have a resume and require some minor tweaking to enhance their resume to target specific employment opportunities. Participants must bring a current resume and job posting to this session.

One-on-One Interview Practice

Participants will individually engage in a simulated interview scenario. This session will provide participants with invaluable feedback on how to improve interview performance.

Second Career Info Session

This group workshop will help you to understand and fill in the training application and to research the labour market. A referral from your Employment Advisor is required to ensure you qualify.

Guest Speakers

January 20th, 2022, 10:00am-11:30am

Info Session: Ministry of Labour, Training and Skills Development (MLTSD), Employment Standards Program (ESA)

The Ministry of Labour, Training and Skills Development (MLTSD) is responsible for the administration and enforcement of the *Employment Standards Act, 2000* (ESA), which sets out minimum rights and monetary entitlements for most employees in Ontario workplaces. In addition, the MLTSD, in partnership with organizations across Ontario provides general overview information sessions on the ESA. These educational information sessions help employers and employees understand their rights and obligations under the ESA.

January 26th, 2022, 10:00am-11:00am

Info Session: Up With Women

Up With Women is a growing registered charity dedicated to helping recently homeless and at-risk women to build sustainable, prosperous careers and businesses with the aim of permanently exiting poverty. They provide a year-long intensive program of career and entrepreneurship-based one-on-one customized coaching, in-depth personality and emotional assessment tools, group-support sessions, and soft-skills development.

