

# EVENTS CALENDAR: FEBRUARY 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			<p><b>Cover Letter Secrets Revealed</b>  <a href="#">Register</a>                      PRE-RECORDED</p>	<p><b>One on One Coaching &amp; Prep</b>                      1:00 pm – 2:00 pm  <a href="#">Register</a>                      LIVE WEBINAR</p>
<p><b>ZOOM Interview BE Camera Ready!</b>  <a href="#">Register</a>                      PRE-RECORDED</p>	<p><b>Has Your Job Search Stalled?</b>  <a href="#">Register</a>                      PRE-RECORDED</p>	<p><b>How to Convey Accomplishments, Resume and Interviews</b>  <a href="#">Register</a>                      PRE-RECORDED</p>	<p><b>How to Impress Employers with your Online Brand</b>  <a href="#">Register</a>                      PRE-RECORDED</p>	<p><b>One on One Coaching &amp; Prep</b>                      1:00 pm – 2:00 pm  <a href="#">Register</a>                      LIVE WEBINAR</p>
<p><b>Get Prepared To Begin Your Job Search</b>  <a href="#">Register</a>                      PRE-RECORDED</p>	<p><b>Which Resume Fits Best?</b>  <a href="#">Register</a>                      PRE-RECORDED</p>	<p><b>Research for Better Jobs Ontario</b>                      1:00 pm–2:30 pm  <a href="#">Register</a>                      LIVE WEBINAR</p>	<p><b>Better Jobs Ontario</b>                      1:00 pm-2:30 pm  <a href="#">Register</a>                      LIVE WEBINAR</p>	<p><b>One on One Coaching &amp; Prep</b>                      1:00 pm – 2:00 pm  <a href="#">Register</a>                      LIVE WEBINAR</p>
<p><b>FAMILY DAY</b>  <b>Office Closed</b></p>	<p><b>Time Management for Job Search</b>  <a href="#">Register</a>                      PRE-RECORDED</p>	<p><b>How to Deal with Difficult/Different People: Workplace</b>  <a href="#">Register</a>                      PRE-RECORDED</p>	<p><b>The 7 Habits of Highly Effective People</b>  <a href="#">Register</a>                      PRE-RECORDED</p>	<p><b>One on One Coaching &amp; Prep</b>                      1:00 pm – 2:00 pm  <a href="#">Register</a>                      LIVE WEBINAR</p>
<p><b>Boot Camp</b> 26  <b>WHY Doesn't My Resume WORK?</b>                      1:00 pm-3:00 pm  <a href="#">Register</a>                      LIVE WEBINAR</p>	<p><b>Boot Camp</b> 27  <b>DO You Need Cover Letters?</b>                      1:00 pm-3:00 pm  <a href="#">Register</a>                      LIVE WEBINAR</p>	<p><b>Boot Camp</b> 28  <b>Networking Made Easy!</b>                      1:00 pm-3:00 pm  <a href="#">Register</a>                      LIVE WEBINAR</p>	<p><b>Boot Camp</b> 29  <b>Innovative Interviews Tips</b>                      1:00 pm-3:00 pm  <a href="#">Register</a>                      LIVE WEBINAR</p>	

**EVENTS ARE FREE. REGISTRATION REQUIRED.**

Next-Steps Employment Centre—Downsview  
 3701 Chesswood Drive, Suite 100, North York, ON  
 416-395-9559 | [nsec-downsview@tdsb.on.ca](mailto:nsec-downsview@tdsb.on.ca)

[f](#) @NextStepsEmploymentCentres | [t](#) @NextStepsEC

**REGISTER:  
 CALL US AT  
 416-395-9559 SCAN  
 OR CLICK QR CODE**



Ann Mossop will review your resume and work with you to create an AMAZING resume and cover letter. DO NOT BE RESISTENT TO CHANGE! YOUR RESUME ISN'T WORKING! Things have changed and you need to “get with it” and understand what Employers want!

ENGAGE, ATTEND AND EXPLORE!

We can't help you if you do not interact and stay in touch with the Webinars, Workshops and ACT on YOUR Job Search!

Intensive Coaching Unit, **BOOT CAMP**: 4 days of intense discovery on your Job Search. Set and achieve your employment goals. **ONE SHOP STOP!**  
LIVE everyday on Feb 26, 27, 28, and 29<sup>th</sup> from 1 pm-3:00 pm

Basic Job Search on the Internet: IN-HOUSE; Must have the ability to navigate the keyboard and simply unfamiliar with current job search techniques.

Book Appointments: One on One Resume, Cover Letter and Interview Assistance After Attending LIVE and RECORDED Sessions like: “Which Resume Fits Best,” “Cover Letter Secrets, REVEALED,” and LIVE Webinars. You can meet Ann during the Webinar. Make changes and then work with Ann Mossop, Employment Specialist: [ann.mossop@tdsb.on.ca](mailto:ann.mossop@tdsb.on.ca) **Make Changes, understand it is a Changed World, and YOU must adjust to be successful!**

“Which Resume Fits Best?” RECORDED Understand the CHANGES in Resume expectations from Employers. Do not ignore ATS' or you will never be contacted for an interview. You cannot fly by the seat of your pants in today's market. Update and understand why it is so important to use the posting and Keywords throughout your resume.

NEW The 7 Habits of Highly Effective People (Stephen Covey's 7 Principles) 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.

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

Zoom Interviews Tips & Preparation: RECORDED There are terrific tips and tricks that are relevant to all and will improve remote and in-person Interviews. Lighting, Camera, and Action!

Better Jobs Ontario (formerly, Second Career; Information Session): LIVE! Register with Next-Steps and meet with an Employment Advisor, and then the Employment Specialist Webinar to move forward with you are the application process.

Time Management Essentials, The Pomodoro Method: RECORDED Learn how to increase your productivity and stay on task with 7 Things to follow.

Dealing with Difficult/Different People in the Workplace: RECORDED Why do we just “click” with some people and “clash” with others! Find out Why?

