























Next-Steps Employment Centre Scarborough

**April
2021**

| MON | TUE | WED | THU | FRI |
|---|---|--|--|---|
| | | |  <p>1 One-on-One Resume Review & Practice Interviews <i>(Registration Required) (By Telephone Appointment Only)</i> 9:30 am - 4:30 pm</p> | <p>2 GOOD FRIDAY</p>  |
| <p>5 EASTER MONDAY</p>  |  <p>6 Drop - In Time Ask For Advice <i>(Live Webinar)</i> 12:00 pm - 2:00 pm Register</p> |  <p>7 How To Get Your Resume Noticed Online By Employers? <i>(Recorded Online Video)</i> Register</p> |  <p>8 One-on-One Resume Review & Practice Interviews <i>(Registration Required) (By Telephone Appointment Only)</i> 9:30 am - 4:30 pm</p> | <p>9 Vimy Ridge Day</p>  |
|  <p>12 Professional Development - Lifelong Learning <i>(Recorded Online Video)</i> Register</p> |  <p>13 One-on-One Resume Review & Practice Interviews <i>(Registration Required) (By Telephone Appointment Only)</i> 9:30 am - 4:30 pm</p> |  <p>14 Tips For Entering & Staying in Financial Industry Paul Calleri - CPA, CMA <i>(Live Webinar)</i> 10:00 am - 11:00 am Register</p> |  <p>15 Personal Management <i>(Recorded Online Video)</i> Register</p> |  <p>16 Labour Market Information For Second Career & The Application Process <i>(Ref by Employ. Advisor) (Live Webinar)</i> 10:00 am - 2:00 pm</p> |
|  <p>19 Employment Boot Camp Day 1 <i>(Ref by Employ. Advisor) (Live Webinar)</i> 10:00 am - 3:00 pm</p> |  <p>20 Employment Boot Camp Day 2 <i>(Ref by Employ. Advisor) (Live Webinar)</i> 10:00 am - 3:00 pm</p> |  <p>21 Employment Boot Camp Day 3 <i>(Ref by Employ. Advisor) (Live Webinar)</i> 10:00 am - 3:00 pm</p> |  <p>22 Employment Boot Camp Follow-Up Assessment Day 1 <i>(By Telephone Appointment Only)</i> 10:00 am - 3:30 pm</p> |  <p>23 Employment Boot Camp Follow-Up Assessment Day 2 <i>(By Telephone Appointment Only)</i> 10:00 am - 3:30 pm</p> |
|  <p>26 Cold Calling Tips <i>(Recorded Online Video)</i> Register</p> |  <p>27 Drop - In Time Ask For Advice <i>(Live Webinar)</i> 10:00 am - 12:00 pm Register</p> |  <p>28 Effective Problem Solving <i>(Recorded Online Video)</i> Register</p> |  <p>29 One-on-One Resume Review & Practice Interviews <i>(Registration Required) (By Telephone Appointment Only)</i> 9:30 am - 4:30 pm</p> |  <p>30 Success At Work! <i>(Recorded Online Video)</i> Register</p> |

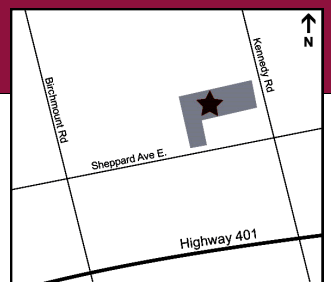
Space is limited, contact us to sign up!

www.next-steps.ca

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Next-Steps Employment Centres

Job Search Workshop Descriptions

Offered at 7 TDSB Locations: Don Mills, Downsview, Riverdale, Scarborough ,
Dundas-Dixie, Mississauga Meadowvale, and Vaughan.

Resume and Cover Letters: Participants will have a clear understanding of the different resume formats and know which format best suits their personal job search needs and why. Participants will also learn about cover letters and complete the workshop with an improved resume and cover letter to use in their job search.

Re-energize Job Search: This is a 3 part on-line series where participants will learn core elements of the Canadian Labour Market including the Hidden Job Market, identify marketing tools to sell your skills & experience to potential employers, create a list of employers from the online directory to enhance your job search, learn & understand effective cold calling techniques to connect with employers. Referral required by Employment Advisors.

Career Exploration: Participants will identify their personal skills, attributes, strengths and be able to match their skills, attributes and strengths to potential careers by exploring career options and research the current labour market for opportunities. Participants will also learn how to use transitional jobs to reach their ideal job goal.

Interview Strategies: Participants will learn about the key elements of an interview, the various types of interviews and understand the proper steps to prepare for a successful interview. Participants will also learn how to avoid common interview mistakes.

Job Offers, Maintenance and Retention: Participants will learn about the difference between a transitional jobs and ideal jobs, sometimes called Job B's and Job A's. Participants will learn what factors need to be considered in any job offer, how to plan ahead to maintain their current and/or next job, and why they need to have a plan for job growth.

Employment Boot Camp Series: This is a 3 day workshop series which will cover several Job Search Strategies and best practices in-depth. Topics include Resume & Cover Letter writing, Labour Market Research , Skills Identification , Interview Skills, Networking with Social Media, Cold Calling, Accessing the Hidden Job Market , Job Maintenance & Retention. Referral required by Employment Advisors.

Skills Identification: Participants will understand and appreciate the different types of skills and the importance of knowing them, especially their transferable skills and how to match these to an employer's needs. Participants will learn why it is important to set goals to achieve the skills that will support their future employment needs.

Networking Through Social Media: Participants will understand what Social Networking is and why it is important to their job search success. Participants will learn to create a "LinkedIn" profile, research an employer, apply for jobs using social media and the common mistakes to avoid in social networking.

On-Line Session :

Effective Job Search Tips For Experienced Worker: This is a group workshop to provide job search strategies for the experienced worker who are over 55 years old .

Applying for Second Career: This is a group workshop to help you research the labour market and learn how to complete your Second Career application. Referral required by Employment Advisors.

For more information, visit www.next-steps.ca

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This *Employment Ontario* service is funded
in part by the Government of Canada

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