

Next-Steps Employment Centre Riverdale Workshop Calendar

**April
2021**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>Need money for Interview clothing? Need assistance to pay for certifications to get work (ie. First Aid & CPR, SmartServe, Food Handlers Certificate)? Talk to our staff to see if you qualify for client supports!</p>			<p>Watch It! 1 RECORDED ONLINE VIDEO</p> <p>Cold Calling Tips</p> <p>REGISTER HERE</p>	<p>2</p> <p>Good Friday</p> <p>Office Closed</p>
<p>5</p> <p>Easter Monday</p> 	<p>Watch It! 6 RECORDED ONLINE VIDEO</p> <p>Which Resume Style Fits Best?</p> <p>REGISTER HERE</p>	<p>7</p>	<p>Watch It! 8 RECORDED ONLINE VIDEO</p> <p>Online Interview Tips</p> <p>REGISTER HERE</p>	<p>9</p>
<p>Watch It! 12 RECORDED ONLINE VIDEO</p> <p>Networking with LinkedIn</p> <p>REGISTER HERE</p>	<p>13</p>	<p>Watch It! 14 RECORDED ONLINE VIDEO</p> <p>Effective Problem Solving</p> <p>REGISTER HERE</p>	<p>15</p>	<p>Watch It! 16 RECORDED ONLINE VIDEO</p> <p>Behavioral Interview Questions</p> <p>REGISTER HERE</p>
<p>19</p>	<p>Watch It! 20 RECORDED ONLINE VIDEO</p> <p>Cover Letter Mistakes</p> <p>REGISTER HERE</p>	<p>21</p>	<p>Watch It! 22 RECORDED ONLINE VIDEO</p> <p>Has Your Job Search Stalled?</p> <p>REGISTER HERE</p>	<p>23</p>
<p>Watch It! 26 RECORDED ONLINE VIDEO</p> <p>How to Convey Skills, Accomplishments and Achievements</p> <p>REGISTER HERE</p>	<p>27</p>	<p>Watch It! 28 RECORDED ONLINE VIDEO</p> <p>How to Get Employers to Notice Your Resume Online</p> <p>REGISTER HERE</p>	<p>29</p>	<p>30</p>

Space is limited, contact us to sign up!

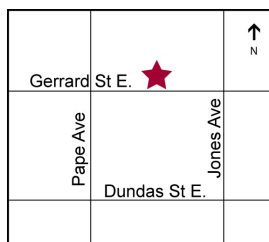
www.next-steps.ca

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 [NextStepsEmploymentCentres](https://www.facebook.com/NextStepsEmploymentCentres)

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Open Monday to Friday, 9:00am - 5:00pm

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Next-Steps Employment Centres

Job Search Workshop Descriptions

Offered at 7 TDSB Locations: Mississauga East, Mississauga West, North York East, North York West, Scarborough, Toronto South, and Vaughan.

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.

Access Hidden Jobs: This group workshop will teach you the secrets to conducting the top two successful job search techniques: networking and cold calling with employers, friends, and strangers.

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.

Applying for Second Career and Labour Market Information : This full day group workshop will help you to understand and fill in the training application and to re-search the labour market.

A referral from your Employment Advisor is required to ensure you qualify.

Job Offers, Maintenance and Retention: This half-day workshop will cover transitional and ideal jobs, Job

Offers and How to Navigate a new job to make a good impression.

Effective Job Search Tips For Experienced Workers: This is a group workshop to provide job search strategies for experienced workers who are over 45 years old.

Social Networking for Employment: This workshop will provide information on how to use Social Media to enhance your job search, focusing on LinkedIn, Twitter & Facebook. Learn how to effectively create a profile and use it to maximize networking efforts.

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

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