

Next-Steps Employment Centre Riverdale Workshop Calendar

**November
2019**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 Effective Job Search Tips for Experienced Workers 10:00 am - 1:00 pm
4 Interview Skills Workshop 9:30am - 1:00 pm	5	6 Applying for Second Career & Labour Market Info (Referral by Employment Advisor Required) 9:30am - 3:00pm	 7 Guest Speaker TTC Recruitment & Selection Process 1:00pm - 2:30pm	8 One to One Resume Reviews or Interview Practice (Referral by Employment Advisor Required) 9:30am - 3:00pm
 11 READY FOR THE WORKDAY™ <u>Hiring Event:</u> Route Service Sales Representative, Production Worker 1:00pm - 4:00pm	12 Resume & Cover Letter Workshop 9:30 am - 1:00 pm	 13 <u>Guest Speaker</u> Liberty Tax: Healthcare Expenses & Taxes 11:00am - 1:00pm	 14 <u>Guest Speaker</u> How to become a Chartered Professional Accountant 10:00am - 11:30am	 15 CENTRE FOR INTERNATIONALLY EDUCATED NURSES Supporting Nurses Back into Practice <u>Guest Speaker</u> Internationally Trained Nurses Program 10:00am - 11:30am
 18 <u>Hiring Event:</u> Quality Control / Packagers positions 1:00 pm - 3:00 pm	19 Online Workshop: Interview Skills (Referral by Employment Advisor Required) 10:00am - 11:00am	20 <u>Guest Speaker</u> Are accommodations necessary in your employment contract? 10:00am - 11:00am	21 Social Media for Job Search & Accessing the Hidden Job Market 9:30am - 1:00pm	22 One to One Resume Reviews or Interview Practice (Referral by Employment Advisor Required) 9:30am - 3:00pm
 25 <u>Guest Speaker</u> Applying to City of Toronto Jobs + Youth Employment 10:00am - 12:00pm	 26 <u>Hiring Event:</u> ECA & RECE positions 1:00 pm - 3:00 pm	27 Resume & Cover Letter Workshop 9:30am - 1:00pm	28 One to One Resume Reviews or Interview Practice (Referral by Employment Advisor Required) 9:30am - 3:00pm	29

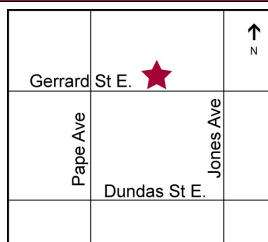
Space is limited, contact us to sign up!

www.next-steps.ca
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Next-Steps Employment Centres

Job Search Workshop Descriptions

Offered at 7 TDSB Locations: 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 research 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.

Guest Speakers:

TTC - Recruitment & Selection Process – General information about the TTC and positions that are in demand; best practices for applying to TTC positions on-line; inside information on the hiring & interview process

Liberty Tax - Healthcare Expenses and Taxes: This Information Session with a tax professional will cover how to claim the disability tax credit, caregiver amounts & medical expenses

CPA - How to Become a Chartered Professional Accountant: This Information Session will cover how to become a CPA, what that entails and the accounting profession in Ontario

CARE - Internationally Trained Nurses Program: Useful Info Session for internationally educated nurses

Jackie F. Coaching - Are accommodations necessary in your employment contract? Our guest speaker will provide useful tips on how to navigate employment contract negotiating for accommodations

Applying to City of Toronto Jobs: Are you looking for work or volunteer opportunities with the City of Toronto? Come to this information session to learn how to apply. Youth Employment opportunities will also be discussed.

Hiring Events:

November 5th, 2019: Gatestone– Financial Services Representatives

November 11th, 2019: Cintas – Route Service Sales Representative, Production Worker

November 18th, 2019– Randstad - Quality Control –Packager positions

November 26th, 2019: Sentient HR – ECA & RECE positions

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

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