



# EVENTS CALENDAR January 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 <b>Happy New Year Office Closed</b>	2	3 Resume and Cover Letter 10:00-12:00pm	4 Better Jobs Ontario Information Session By referral only 10:00-12:00pm	5 One -on- One Resume Review By appointment 10:00am-3:00pm
8 Tips for Successful Job Search 10:00am -12:00pm	9 Interview Preparation 10:00am-12:00pm	10	11 One -on- One Resume Review By appointments only 10:00am-3:00pm	12
15	16 <b>Self Marketing &amp; Networking 1:00-2:30pm</b>	17 Resume and Cover Letter 1:00pm-3:00pm	18 Interview Preparation 1:00pm-3:00pm	19 One & One Resume Review by appointment 10:00am-1:00pm
20 Personality Dimensions 10:00am-1:00pm	23 Communication Assessment 10:00am-1:00pm	24 Better Jobs Ontario Information Session By referral only 1:00-3:00pm	25 <b>Job Bank Information Session 10:00am-12:00pm</b>	26
29	30 Tips for Successful Job Search 10:00 am-12:00pm	31 Group Practice Interview 10:00-12:00pm		

**EVENTS ARE FREE. REGISTRATION REQUIRED.**

Next-Steps Employment Centre—Don Mills  
3030 Don Mills Road, Suite 6-7, Toronto, M1P 3C1  
416-395-5101 | 416-395-5103 | [nsec-donmills@tdsb.on.ca](mailto:nsec-donmills@tdsb.on.ca)  
 [@NextStepsEmploymentCentres](https://www.facebook.com/NextStepsEmploymentCentres) |  [@NextStepsEC](https://twitter.com/NextStepsEC)

**REGISTER:  
CALL US AT  
416-395-5103 SCAN  
OR CLICK**



## Workshop Description

*All workshops are in-person, registration is required*

**Tips for Successful Job Search:** In this 2-hour workshop, new clients will learn more about the services offered by the centre and get tips on how to effectively conduct their job search.

**Resumes & Cover Letters:** Two-hour workshop in person. Please join us to ensure your cover letter and resume get seen by recruiters and Applicant Tracking System software. We will provide insider tips to make your resume gets you an interview!

**One-on One Resume Review:** This thirty-minute resume session that provides job seekers with the opportunity to receive professional feedback on their resumes from our Employment Specialist. Participants must attend the 2-hour workshop and bring their update resume with a job posting to this appointment.

**Interview Preparation:** In this 2-hour workshop. Participants will get tips on various types of interviews, interview questions and answers and how to be better prepared.

**Group Practice Interview:** In this session participants will receive additional support within a safe, and motivating group environment. Participants will learn within an experimental setting while practicing their interviewing skills.

**Better Jobs Ontario Information Session: (formerly Second Career)** Two- hour in-person workshop with an overview of the training programs, requirements, and general information. A referral from your Employment Advisor is required to ensure you qualify.

**Communication Style at Work:** In this workshop participant will conduct an assessment to better understand their preferred communication style, and how it can help them in their personal and professional life.

**Personality Dimensions:** This interactive workshop you will learn how understanding your personality can help you find your ideal job. This workshop is ideal for anyone thinking of returning to school or changing careers.

**Self Marketing & Branding:** In this workshop participants will gain a better understanding of why self marketing and branding is important in the job search.

## January featured workshop!

**Job Bank and Employment Insurance Information Session**  
Presented by Service Canada

See flyer for more details

