

# EVENTS CALENDAR: DECEMBER 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				<p><b>Which Resume Fits Best?</b>  <a href="#">Register</a>  <b>PRE-RECORDED</b></p>
<p><b>One on One Coaching &amp; Prep</b>                      1:00 pm – 2:00 pm  <a href="#">Register</a>  <b>LIVE WEBINAR</b></p>	<p><b>Cover Letter Secrets Revealed</b>  <a href="#">Register</a>  <b>PRE-RECORDED</b></p>	<p><b>How to Convey Accomplishments, Resume and Interviews</b>  <a href="#">Register</a>  <b>PRE-RECORDED</b></p>	<p><b>The 7 Habits of Highly Effective People</b>  <a href="#">Register</a>  <b>PRE-RECORDED</b></p>	
<p><b>Get Prepared To Begin Your Job Search</b>  <a href="#">Register</a>  <b>PRE-RECORDED</b></p>	<p><b>In-Person Basic Job Search Beginner Level</b>                      1:00 pm- 2:30 pm  <a href="#">Register</a>  <b>LIVE WEBINAR</b></p>	<p><b>Understanding A Career Change</b>                      1:00 pm-2:30 pm  <a href="#">Register</a>  <b>LIVE WEBINAR</b></p>	<p><b>Better Jobs Ontario</b>                      1:00 pm-2:30 pm  <a href="#">Register</a>  <b>LIVE WEBINAR</b></p>	<p><b>One on One Coaching &amp; Prep</b>                      1:00 pm – 2:00 pm  <a href="#">Register</a>  <b>LIVE WEBINAR</b></p>
<p><b>Group Information Session</b>                      1:00 pm-2:00 pm  <a href="#">Register</a>  <b>LIVE WEBINAR</b></p>	<p><b>Time Saving Tips for Daily Life and Job Search</b>  <a href="#">Register</a>  <b>PRE-RECORDED</b></p>	<p><b>Has Your Job Search Stalled?</b>  <a href="#">Register</a>  <b>PRE-RECORDED</b></p>	<p><b>ZOOM Interview Advice, Tips and BE Camera Ready!</b>  <a href="#">Register</a>  <b>PRE-RECORDED</b></p>	
<p><b>Christmas Day Office Closed</b></p>	<p><b>Boxing Day Office Closed</b></p>	<p><b>How to Deal with Difficult/Different People: Workplace</b>  <a href="#">Register</a>  <b>PRE-RECORDED</b></p>	<p><b>How to Impress Employers with your Online Brand</b>  <a href="#">Register</a>  <b>PRE-RECORDED</b></p>	

**EVENTS ARE FREE. REGISTRATION REQUIRED.**

Next-Steps Employment Centre—Downsview  
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**REGISTER:  
 CALL US AT  
 416-395-9559 SCAN  
 OR CLICK QR CODE**



## 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!

**\*NEW\* Group Information Session for NEW clients!** from 1 pm – 2:00 pm

Get an Overview of All services available to assist and support your employment goals. Get Informed and join us!

Basic Job Search on the Internet: IN-PERSON; 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!**

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!

"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?

