



# EVENTS CALENDAR December 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
4	5 Interview Preparation 10:00am-12:00pm	6 How to Access The Hidden Job Market 10:00am-12:00pm	7 One & One Resume Review By appointment 10:00am-3:00pm <i>job posting is required</i>	8
11 Tips for Successful Job Search 10:00 am-12:00pm	12 Resume and Cover Letter 10:00am-12:00pm	13	14 Better Jobs Ontario Information Session By referral only 10:00-12:00pm	15
18	19 Canadian Workplace Culture 10:00 am - 11:30am	20	21 Interview Preparation 10:00am-12:00pm	22 One & One Resume Review By appointment 10:00am-1:00pm <i>job posting is required</i>
25 Christmas Day Office Closed	26 Boxing Day Kwanzaa Office Closed	27 Office Closed	28	29

**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

**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.

**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.

**How to Access the Hidden Job Market:** This workshop will give you tips on find out more about the hidden job market where over 80% of jobs are located.

**Registration is required for all workshops!**



## December Career Tip

### 5 Things You Should Be Doing if you're Unemployed

- Volunteer
- Network
- Build an Online Presence
- Keep Your Skills Current
- Freelance