



# MARCH CALENDAR 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 One -on- One Resume Review By appointment job posting is required. 10:00am-3:00pm
4	5 <b>Newcomer Information Session</b> 10:00am-12:00pm <i>See flyer for details</i>	6	7 Interview Preparation 10:00 -12:00pm Resume & Cover Letter 1:00-3:00pm	8 "You cannot teach a man anything; you can only help him find it within himself." - Galileo
11	12 Tips for Successful Job Search 1:00pm-3:00pm	13 Understanding Transferable Skills 10:00am-12:00pm	14 Better Job Ontario Information Session 10:00am-12:00pm	15 One-on-One Resume Review By appointment job posting is required. 10:00am-3:00pm
18 Resume & Cover Letter 1:00 pm-3:00pm	19 <b>Professional Engineers Ontario Information Session</b> 10:00-12:00pm <i>See flyer for details.</i>	20 Interview Preparation 1:00pm -3:00pm	21 One -on- One Resume Review By appointment job posting is required. 10:00am-1:00pm	22 Whether you think you can or think you can't, you're right. - Henry Ford
25 Occupational Research for Job Search <b>PRE-RECORDED</b>	26 Tips for Successful Job Search 10:00am-12:00pm	27 Canadian Workplace Culture 10:00am-11:30AM	28	29 <b>Good Friday Office Closed</b>

**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 Details

**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.

**Understanding Transferable Skills:** In this workshop, participants will conduct an assessment to identify their transferable skills, and how they can showcase these skills to find their next opportunity or make a career change.

**Canadian Workplace Culture:** This workshop is design to assist foreign trained professionals and Newcomers in exploring some of the essentials of the Canadian workplace.

## Pre-Recorded Virtual Workshops

**Occupational Research for Job Search:** This session will provide participants on how to find information about occupations, industries, companies, and specific positions. This is great session for anyone applying for ‘Better Jobs Ontario’ of thinking of changing careers.

*Registration is required for all workshops*