

Next-Steps Employment Centre

Riverdale Workshop Calendar

**January
2021**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				OFFICE CLOSED 1 
One to One Resume Reviews or Interview Practice 4 (Referral by Employment Advisor Required) 9:30am - 3:00pm REGISTER HERE	Resume & Cover Letter Workshop 5 10:00am-12:00pm REGISTER HERE	Applying for Second Career & Labour Market Info 6 (Referral by Employment Advisor Required) 10:00am-12:00pm REGISTER HERE	Interview Skills Workshop 7 10:00am-12:00pm REGISTER HERE	8
Guest Speaker Career Opportunities in Corrections 11 2:00pm-4:00pm Ontario  REGISTER HERE	Guest Speaker NPower Canada 12 10:00AM - 11:00AM  REGISTER HERE	13	One to One Resume Reviews or Interview Practice 14 (Referral by Employment Advisor Required) 9:30am - 3:00pm REGISTER HERE	Resume & Cover Letter Workshop 15 10:00am-12:00pm REGISTER HERE
Guest Speaker Seneca College 18 2:00pm-3:00pm  REGISTER HERE	19	Interview Skills Workshop 20 10:00am-12:00pm REGISTER HERE	Guest Speaker Paragon Security 21 2:00pm-3:00pm  REGISTER HERE	Social Media for Job Search 22 2:00pm-4:00pm REGISTER HERE
One to One Resume Reviews or Interview Practice 25 (Referral by Employment Advisor Required) 9:30am - 3:00pm	Hiring Event 26 10:00am-12:00pm Security Guards 	How to Succeed with Video and Phone Interviews 27 10:00am-12:00pm REGISTER HERE	Applying for Second Career & Labour Market Info 28 (Referral by Employment Advisor Required) 1:30pm - 4:30pm	Effective Job Search for Experienced Workers (Over 45) 29 2:00pm-4:00pm REGISTER HERE

Space is limited, contact us to sign up!

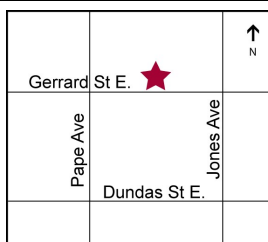
www.next-steps.ca

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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:

Career Opportunities in Corrections: Are you interested in a career in Correctional Services? The Regional Recruiter for The Correctional Services Recruitment Unit with the Ministry of Solicitor General will discuss current and upcoming opportunities in the field of Corrections as a career opportunity .

NPower: Canada: Join us for a FREE information session with the Outreach and Engagement Specialist via Zoom as we cover their free programs including: Jr. IT Analyst Program, Jr. Security and Quality Assurance Analyst Program, and Jr. Data Analyst Program.

Seneca College, Academic Upgrading and Other Prep Programs: Are you thinking about going back to school? Are you considering Academic Upgrading? Attend our FREE information session with a Guest Speaker from Seneca College. Gain useful information on Academic Upgrading and other prep programs available through Seneca College. The speaker will discuss the different programs available so you can choose the best option for you.

Paragon Security: Paragon is Canada's largest privately owned and operated security company! A Human Resources Recruiter from Paragon Security will share their knowledge and insight with you about the process of how to become a Security Guard in Ontario. Topics discussed will include: process of obtaining a Security Licence, Paragon Security Hiring Process, and Q&A About working as a Security Guard.

Hiring Event:

Paragon Security : hiring for Security Guards for Condominiums, Colleges, Hospitals and Office Buildings!

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

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