

# EVENTS CALENDAR January 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 <b>Time Management Essentials</b> <a href="#">Register</a> PRE-RECORDED	3 <b>Bust The Elephant in The Room!</b> <a href="#">Register</a> PRE-RECORDED	4 <b>Cover Letter Secrets Revealed</b> <a href="#">Register</a> PRE-RECORDED	5 <b>Which Resume Fits Best?</b> <a href="#">Register</a> PRE-RECORDED	6 <b>15 Things to Ask Yourself on Friday</b> <a href="#">Register</a> PRE-RECORDED
9 <b>Time Management Essentials</b> <a href="#">Register</a> PRE-RECORDED	10 <b>Better Jobs Ontario</b> 10:00 am-12:00 pm <a href="#">Register</a> LIVE WEBINAR	11 <b>Impress Employers Your On-line Brand</b> <a href="#">Register</a> PRE-RECORDED	12 <b>Impress Employers Your On-line Brand</b> <a href="#">Register</a> PRE-RECORDED	13 <b>Get Prepared to Begin Your Job Search</b> <a href="#">Register</a> PRE-RECORDED
16 <b>Network Your Way to Your Next Job</b> <a href="#">Register</a> PRE-RECORDED	17 <b>Sharpen Your LinkedIn Profile</b> <a href="#">Register</a> PRE-RECORDED	18 <b>"Let's Chat!"</b> Your Job Search 11:00 am-12:00 pm <a href="#">Register</a> LIVE WEBINAR	19 <b>ZOOM Interview Tips! Be Camera Ready!</b> <a href="#">Register</a> PRE-RECORDED	20 <b>Has Your Job Search Stalled?</b> <a href="#">Register</a> PRE-RECORDED
23 <b>"Let's Chat!" Your Job Search</b> 11:00 am-12:00 pm <a href="#">Register</a> LIVE WEBINAR	24 <b>The 7 Habits of Highly Effective People</b> <a href="#">Register</a> PRE-RECORDED	25 <b>Convey Your Accomplishments</b> <a href="#">Register</a> PRE-RECORDED	26 <b>Which Resume Fits Best!</b> <a href="#">Register</a> PRE-RECORDED	27 <b>Dealing With Difficult/Different People at Work</b> <a href="#">Register</a> PRE-RECORDED
30 <b>Career Research for Better Jobs ON</b> 11:00 am-12:00 pm <a href="#">Register</a> LIVE WEBINAR	31 <b>YOU Need Feedback!</b> <a href="#">Register</a> PRE-RECORDED			

**EVENTS ARE FREE. REGISTRATION REQUIRED.**

Next-Steps Employment Centre—Downsview  
3701 Chesswood Drive, Suite 100, North York, ON  
416-395-9559 | [nsec-downsview@tdsb.on.ca](mailto:nsec-downsview@tdsb.on.ca)

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**REGISTER:  
CALL US AT  
416-385-9559  
SCAN OR CLICK QR:**



LET'S CHAT! LIVE Resumes & Interviews: January 18<sup>th</sup> and/or January 23<sup>rd</sup> at 11 am -12 pm

Ask questions about your job search and meet the Employment Specialist, Ann Mossop to discover ALL of the resources to assist you with your Job Search. Ask your questions about resumes, cover letters, Interviews or changing career direction.

\*\*\*NEW RECORDED QUICK TIPS\*\*\*

1. Bust The Elephant in The Room! What is holding you back from employment success?
2. 15 Things to Ask Yourself Every Friday! Learn, Refresh, Improve Performance!
3. You Need Feedback! How do you know, what you don't know? Join the conversation!

LIVE: January 10<sup>th</sup>, 2023

Better Jobs Ontario (formerly, Second Career; Information Session): Register with Next-Steps and meet with an Employment Advisor, and then attend a Webinar to move forward with you're the application process.

LIVE: January 30<sup>th</sup>, 2023

Career Research For Better Jobs Ontario: Join The Conversation! Making a Career Transition? This LIVE Presentation will provide guidance and support on Career Research.

**DO NOT BE RESISTENT TO CHANGE! IF YOUR RESUME ISN'T WORKING! CHANGE IT!**

"Which Resume Fits Best?" RECORDED Understand the CHANGES in Resume expectations from Employers. Don't ignore ATS' or you will never be contacted. 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 great tips and tricks that are relevant to all and will improve remote and in-person Interviews. Lighting, Camera and Action!

Time Management Essentials, The Pomodoro Method: RECORDED Learn how to increase your productivity and stay on task with 7 Things to follow. Improve your productivity at work and in your personal life.

Dealing with Difficult/Different People in the Workplace: RECORDED Why do we just "click" with some people and "clash" with others! Find out Why? Some stereo-type behaviours are explained in more understandable depth.