




EVENTS CALENDAR: DECEMBER 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			<p>1</p> <p>Resumes & Cover Letters 10am-12pm Register LIVE WEBINAR</p>	<p>2</p>
<p>5</p> <p>Professional Development & Lifelong Learning Register PRE-RECORDED</p>	<p>6</p> <p>One to One Resume Review or Interview Practice (Referral by Employment Advisor Required)</p>	<p>7</p> <p>Essential Skills Upgrading Information Session Register 11am-12pm</p>	<p>8</p> <p>INTERVIEW SKILLS 10am-11am Register LIVE WEBINAR</p>	<p>9</p> <p>Which Resume Style Fits Best? Register PRE-RECORDED</p>
<p>12</p> <p>One to One Resume Review or Interview Practice (Referral by Employment Advisor Required)</p>	<p>13</p>	<p>14</p> <p>Labour Market Information (in person) 1pm-3pm</p>	<p>15</p>	<p>16</p> <p>Behavioral Interview Questions Register PRE-RECORDED</p>
<p>19</p>	<p>20</p> <p>One to One Resume Review or Interview Practice (Referral by Employment Advisor Required)</p>	<p>21</p> <p>Networking & Cold Calling 1pm-3pm (in person)</p>	<p>22</p> <p>How to get Employers to Notice Your Resume Online Register PRE-RECORDED</p>	<p>23</p>
<p>26</p> <p>Office Closed Happy Holidays!</p>	<p>27</p> <p>Office Closed Boxing Day!</p>	<p>28</p> <p>Services for Job Seekers - Info Session Register PRE-RECORDED</p>	<p>29</p>	<p>30</p> <p>Personal Management Register PRE-RECORDED</p>
<p>EVENTS ARE FREE. REGISTRATION REQUIRED. Next-Steps Employment Centre—Riverdale 1000 Gerrard St. E 2nd Floor, Toronto, ON M4M 3G6 416-396-2020 nsec-riverdale@tdsb.on.ca</p> <p> @NextStepsEmploymentCentres  @NextStepsEC</p>			<p>REGISTER: CALL US AT 416-396-2020 SCAN or CLICK</p>	



Resumes & Cover Letters Webinar

2 hour group webinar for two resume styles, chronological and combination. Merits of each discussed. What's the purpose of a resume, of a cover letter and what makes each effective.

One-to-One Resume Reviews/Creation, Cover Letter Reviews/Creation

Up to 1 hour appointment with Employment Specialist. Resume or cover letter, critique and/or creation.

Interview Skills Webinar

1 hour group webinar on various types of interviews, interview questions and answers.

One-to-One Interview Practice (in person or on Zoom)

Up to 1 hour appointment with Employment Specialist. Industry specific questions, coaching assistance with answers, reframing and a critique on performance with helpful tips on how to "ace" the interview. Note: you must be referred by your Employment Advisor.

Better Jobs Ontario Info Sessions, part 1 & 2 (formerly Second Career)

Part 1

2 hour group workshop with overview of the training programs, requirements and general facts. Note: by referral of your Employment Advisor. An eligibility assessment questionnaire must first be completed.

Part 2

2 hour group workshop that explains how to fill out the required documents. It is the responsibility of attendees to complete all forms, not NSEC staff.

Labour Market Information (in person)

2 hour group workshop on how to research and where to research labour market information for job search and/or career exploration.

Networking & Cold Calling (in person)

2 hour group workshop on how to network, techniques for effective cold calling.

