

Next-Steps Employment Centre Riverdale Workshop Calendar

**December
2020**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 One to One Resume Reviews or Interview Practice (Referral by Employment Advisor Required) 9:30am - 3:00pm	2 Hiring Event 10:00am-12:00pm Security Guards 	3	4 Resume & Cover Letter Workshop 9:30am - 12:30pm REGISTER HERE
7	8 Guest Speaker Paragon Security 1:00pm-2:00pm  REGISTER HERE	9 Resume & Cover Letter Workshop 9:30am - 12:30pm REGISTER HERE	10 Guest Speaker Seneca College 2:00pm-3:00pm  REGISTER HERE	11 Guest Speaker Foreign Credential Recog- nition Loans 2:00pm-3:00pm  REGISTER HERE
14 Interview Skills Workshop 9:30am - 12:30pm REGISTER HERE	15 NEW! Live Zoom Online Chat ! 10:00am-12:00pm REGISTER HERE	16 Applying for Second Career & Labour Market Info (Referral by Employment Advisor Required) 1:30pm - 4:30pm	17	18 Effective Job Search for Experienced Workers (Over 45) 1:30pm-3:30pm REGISTER HERE
21 One to One Resume Reviews or Interview Practice (Referral by Employment Advisor Required) 9:30am - 3:00pm	22	23 One to One Resume Reviews or Interview Practice (Referral by Employment Advisor Required) 9:30am - 3:00pm	24 OFFICE CLOSED Christmas Eve	25 OFFICE CLOSED Christmas Day 
28 OFFICE CLOSED 	29	30	31	

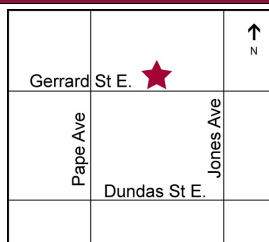
Space is limited, contact us to sign up!

www.next-steps.ca
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Open Monday to Friday, 9:00am - 5:00pm

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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.

Live Zoom Online Chat!: If you have any questions about our services or general questions about job search, we invite you to chat with our Employment Specialist live on Zoom! This is a live Q&A session to ask our Employment Specialist any questions you may have.

Guest Speakers:

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.

Achêv Employment Services, Foreign Credential Recognition Loans: This free online information session will cover the Foreign Credential Recognition Loans program which offers a financial loan plus one-on-one career counselling for Internationally Trained Individuals to get their careers started in Canada. Topics covered will include eligibility criteria, loan features, career counselling and expenses covered.

Paragon Security: Paragon is Canada's largest privately owned and operated security company! A Human Resources Recruiter from Paragon Security will share his 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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