

Next-Steps Employment Centre Riverdale Workshop Calendar

**November
2020**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3 Applying for Second Career & Labour Market Info (Referral by Employment Advisor Required) 9:30am - 12:30pm Guest Speaker: Discover Ability & ALiGN 2:00PM-3:00PM  	4 Guest Speaker NPower Canada 10:00am - 11:00am  Guest Speaker Pathways to PR Online 	5	6
9	10 Resume & Cover Letter Workshop 9:30am - 12:30pm	11 Interview Skills Workshop 9:30am - 12:30pm	12	13 One to One Resume Reviews or Interview Practice (Referral by Employment Advisor Required) 9:30am - 3:00pm
16 How to Succeed with Video and Phone Interviews 1:00PM-3:00PM	17 Social Media for Job Search Workshop 2:00pm - 4:00pm	18 One to One Resume Reviews or Interview Practice (Referral by Employment Advisor Required) 9:30am - 3:00pm	19	20 Effective Job Search Tips for Experienced Workers Workshop 9:30am - 1:00pm
23 Applying for Second Career & Labour Market Info (Referral by Employment Advisor Required) 9:30am - 1:00pm	24	25 Interview Skills Workshop 9:30am - 12:30 pm	26 Resume & Cover Letter Workshop 9:30am - 12:30pm	27 One to One Resume Reviews or Interview Practice (Referral by Employment Advisor Required) 9:30am - 3:00pm
30	Need money for Interview clothing? Need assistance to pay for certifications to get work (ie. First Aid & CPR, SmartServe, Food Handlers Certificate)? Talk to our staff to see if you qualify for client supports!			

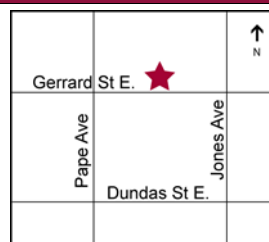
Space is limited, contact us to sign up!

www.next-steps.ca
nsec-riverdale@tdsb.on.ca

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1000 Gerrard St. East, Unit DD4
 Inside Gerrard Square Mall, 2nd Floor
 Toronto, ON M4M 3G6
 Phone: 416.396.2313
 Fax: 416.396.2308

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: Our Instructor will work with participants to practice and prepare various challenging interview questions. Online interviews will also be discussed.

Access Hidden Jobs Market: 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 or Interview Practice: Meet one-on-one with the Employment Specialist to go over your resume, cover letter or a practice interview. For Resume or cover letter review, please bring your document saved on a USB stick. For interview practice, you will answer interview questions for your field and get constructive feedback to help you improve. Recommendation to attend Resume & Cover Letter workshop and/or Interview Skills workshop prior to attending the one-on-one session.

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.

Social Networking for Employment: Learn 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.

Online Workshops: These workshops can be accessed from home, the library, our Resource & Information Area, or anywhere you have access to a computer and internet. Must be referred by your Employment Advisor. Recommend you use Google Chrome, and have headphones with microphone if possible.

Guest Speakers:

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.

Immigration, Refugees and Citizenship Canada : Pathways to PR Online Process Info Session: Express Entry is Canada's flagship application management system for key economic immigration programs designed to attract high-skilled foreign workers who want to live in Canada permanently. Express Entry has changed the way people apply for immigration to Canada. Those who are most likely to succeed economically – not simply those first in line – are invited to apply. They benefit from faster processing through a user-friendly, online system.

Discover Ability Network and ALiGN : The Discover Ability Network and ALiGN helps job seekers with disabilities to connect with employers who value the skills and abilities that people with disabilities bring to the workplace. Join us as we explore a new matching technology that may make a difference toward broadening your network with employers. Showcase your skillsets knowing that top employers are focusing on your interests, skills, abilities and passion within your field – not your disabilities

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

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