

EVENTS CALENDAR February 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 Which Resume Fits Best? Register PRE-RECORDED	2 Cover Letter Secrets Revealed Register PRE-RECORDED	3 Quick Tips 15 Things to Ask Yourself on Friday Register PRE-RECORDED
6	7 Better Jobs Ontario 10:00 am-12:00 pm Register LIVE WEBINAR	8 Career Research for Better Jobs ON 11:00 am-12:00 pm Register LIVE WEBINAR	9	10 Get Prepared to Begin Your Job Search Register PRE-RECORDED
13 Convey Your Accomplishments Register PRE-RECORDED	14 Sharpen Your LinkedIn Profile Register PRE-RECORDED	15	16 ZOOM Interview Tips! Be Camera Ready! Register PRE-RECORDED	17 "Let's Chat!" Resumes, Interviews 11:00 am-12:00 pm Register LIVE WEBINAR
20 Family Day Centre Closed	21 SKILLS ONTARIO Skilled Trades & Technology 1:30 pm – 3:00 pm Register LIVE WEBINAR	22	23	24 Your Personality at Work 11:00 am-2:00 pm Register LIVE WEBINAR
27	28 "Let's Chat!" Resumes, Interviews 11:00 am-12:00 pm Register LIVE WEBINAR	Quick Tips Change Your Mindset Register PRE-RECORDED	Quick Tips YOU Need Feedback! Register PRE-RECORDED	Quick Tips Bust The Elephant in The Room! Register PRE-RECORDED

EVENTS ARE FREE. REGISTRATION REQUIRED.

Next-Steps Employment Centre—Downsview
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SKILLS ONTARIO, Skilled Trades and Technology: Feb. 21st, 1:30 pm-3:00 pm

Attend one of many presentations tailored for different audiences.

Discover the benefits of careers in skilled trades and to develop skills and experience.

LET'S CHAT! LIVE Feedback on Resumes & Interviews: Feb. 17th and/or on Feb. 28th 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. Change Your Mindset! Do you have a Fixed Mindset? Remember the Law of Attraction during your job search!
2. Bust The Elephant in The Room! What is holding you back from employment success?
3. 15 Things to Ask Yourself Every Friday! Learn, Refresh, Improve Performance!
4. You Need Feedback! How do you know, what you don't know? Join the conversation!

LIVE: Feb. 7th, 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: Feb. 8th, 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.

"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.