

EVENTS CALENDAR: SEPTEMBER 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				<p>1</p> <p>One on One Coaching & Prep 1:00 pm-2:00 pm Register LIVE WEBINAR</p>
<p>4</p> <p>LABOUR DAY Centre Closed</p>	<p>5</p> <p>Which Resume Fits Best? Register PRE-RECORDED</p>	<p>6</p> <p>*NEW CLIENT* Group Information Session 1:00 pm-2:00 pm Register LIVE WEBINAR</p>	<p>7</p> <p>Get Prepared To Begin Your Job Search Register PRE-RECORDED</p>	<p>8</p> <p>One on One Coaching & Prep 1:00 pm-2:00 pm Register LIVE WEBINAR</p>
<p>11</p> <p>The 7 Habits of Highly Effective People Register PRE-RECORDED</p>	<p>12</p> <p>Cover Letter Secrets Revealed Register PRE-RECORDED</p>	<p>13</p> <p>Understanding A Career Change or Transition 1:00 pm-2:30 pm Register LIVE WEBINAR</p>	<p>14</p> <p>Better Jobs Ontario Information 1:00 pm-2:30 pm Register LIVE WEBINAR</p>	<p>15</p> <p>One on One Coaching & Prep 1:00 pm – 2:00 pm Register LIVE WEBINAR</p>
<p>SPECIAL EVENT 18 Day 1 Career Discovery 10:00am-12:00pm Register LIVE WEBINAR</p>	<p>19</p>	<p>SPECIAL EVENT 20 Day 2 Career Discovery 10:00am-12:00pm Register LIVE WEBINAR</p>	<p>21</p>	<p>SPECIAL EVENT 22 Day 3 Career Discovery 10:00am-12:00pm Register LIVE WEBINAR</p>
<p>25</p>	<p>SPECIAL EVENT 26 Day 4 Career Discovery 10:00am-12:00pm Register LIVE WEBINAR</p>	<p>SPECIAL EVENT 27 Day 5 Career Discovery 10:00am-12:00pm Register LIVE WEBINAR</p>	<p>28</p>	<p>29</p> <p>*NEW CLIENT* Group Information 1:00 pm-2:00 pm Register LIVE WEBINAR</p>

EVENTS ARE FREE. REGISTRATION REQUIRED.

Next-Steps Employment Centre—Downsview
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**REGISTER:
CALL US AT
416-395-9559 SCAN
OR CLICK QR CODE**



LIVE EVENT: CAREER DISCOVERY

5 Day Online Webinar Series from 10:00 am – 12:00 pm Sept. 18th, 20th, 22nd, 26th, and 27th
Discover the 4 most important areas of your Career Development that will lead you to a rich understanding of yourself, work relationships, and best “fit” occupations that match your personality, values, interests, and career goals. Armed with this new information, you can more easily begin to make decisions, choices, and focus on the companies, and industries that will allow you to progress and to achieve the best work situations for you. Join us for ALL 5 Days and integrate new strategies to achieve your employment success! REGISTER TODAY!

***NEW* Group Information Session for NEW clients!** Sept 6th and/or Sept 29th from 1 pm – 2 pm
Get an Overview of All services available to assist and support your employment goals. Get Informed

Book Appointments: One on One Resume, Cover Letter and Interview Assistance After Attending LIVE and RECORDED Sessions like: “Which Resume Fits Best,” “Cover Letter Secrets, REVEALED,” and LIVE Webinars. You can meet Ann during the Webinar. Make changes and then work with Ann Mossop, Employment Specialist: ann.mossop@tdsb.on.ca **Make Changes, understand it is a Changed World, and YOU must adjust to be successful!**

Ann Mossop will review your resume and work with you to create an AMAZING resume and cover letter. DO NOT BE RESISTENT TO CHANGE! YOUR RESUME ISN'T WORKING! Things have changed and you need to “get with it” and understand what Employers want!

“Which Resume Fits Best?” RECORDED Understand the CHANGES in Resume expectations from Employers. Do not ignore ATS' or you will never be contacted for an interview. 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 terrific tips and tricks that are relevant to all and will improve remote and in-person Interviews. Lighting, Camera, and Action!

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

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

Dealing with Difficult/Different People in the Workplace: RECORDED Why do we just “click” with some people and “clash” with others! Find out Why?

