



December Workshop Calendar 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 Excel Workshop 9:30AM- 3:00PM	3 Resume & Cover Letter 10:00 AM -12:00PM ~	4 Excel Workshop 9:30AM- 3:00PM	5 Interview Preparation 1:00 PM -3:00 PM	6 One -on One Resume Review 10:00 AM -3:00PM By appointment job posting is required This session is only for clients who attended the resume workshop
9 Excel Workshop 9:30AM - 3:00PM ~ One -on One Resume Review 10:00 AM -1:00PM By appointment job posting is required	10 TTC Information Session 10:30AM - 12:00PM ~	11 Excel Workshop 9:30AM - 3:00PM World Education Services Information Session 10:00 AM- 11:00 AM Virtual	12 Better Jobs Ontario Information Session 10:00 AM -12:00 PM	13 How to sharpen your LinkedIn to get noticed by employers? PRE-RECORDED
16 Tips for Successful Job Search 10:00 AM-12:00PM	17 Resume & Cover Letter 10:00 AM -12:00PM	18 Interview Tips PRE-RECORDED	19 Occupational Research for Job Search PRE-RECORDED	20
23	24	25 Office Closed Merry Christmas Feliz Navidad	26 Boxing Day Office Closed Happy Kwanza	27
30	31			

EVENTS ARE FREE. REGISTRATION REQUIRED.

Next-Steps Employment Centre—Don Mills
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**REGISTER:
CALL US AT
416-395-5103 SCAN
OR CLICK**



Common Job Search Mistakes

Not Getting Help

Get some help from a reputable expert. You don't have to pay anyone to 'place' you. from reputable sources, or Get recommendations from others, and evaluate everything based on results.

Spending 8 Hours A Day on Your Job Search

We've all heard some version of "A job search IS your job—so spend a full workday on it." Please don't do that. As noted above, a job search is tough, with a lot of built-in rejection. Purposefully schedule some fun and enjoyment into your day. Call a friend. Read a book. Go for a walk. Get in a workout., or volunteer.

Relying on Your Network

Yes, networks are important—but no matter how big your network is, it won't lead you to all the opportunities out there for you. The lead to your new job may be in your network, or it may not.

Applying for Jobs Online

How many hours have you spent filling out online applications, only to hear nothing? You are not alone. Save yourself the time and trouble and contact hiring managers directly. They may tell you to fill out the same application, but at least now they know your name. That's what gets you interviews.

Turning Down Interviews

Why would you interview for a job you know you don't want? Because once they get to know you, they may also decide that this isn't the right job for you—but they have another position that's perfect for you, or they know someone else you need to speak with. It happens all the time. Besides, any interviewing is good practice. When you do get the interview you want, you will be more comfortable and confident.

Waiting Until?

Job searching is tough—no question. Even in a 'good' job market, you feel uncertainty, pressure, and rejection. It's always going to be tempting to say, "I need to tweak my resume a little more," or "I'll call them tomorrow/Monday/after the holidays", but there's no benefit to waiting (unless you want to stay unemployed). The faster you get started, the faster you'll see results, and the more you reach out and make things happen, the more opportunities will come back to you

