



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 <b>Office Closed</b>	2	3
6 <b>Resume &amp; Cover Letter</b> 10:00AM -12:00PM	7 <b>Tips for Successful Job Search</b> 10:00AM-12:00PM	8 <b>Interview Preparation</b> 10:00AM- 12:00PM	9 <b>Better Jobs Ontario Information Session</b> 10:00AM-12:00PM	10 <b>Behavioural Interview Questions</b> <b>PRE-RECORDED</b>
13	14 <b>Personality Dimensions</b> 10:00AM-1:00PM	15	16 <b>Seneca College Information Session</b> 11:00AM -12:30PM	17 One -on- One Resume Review 10:00 AM -3:00PM By appointment job posting is required <b>This session is only for clients who attended the resume workshop</b>
20 <b>Communication Style at Work</b> 10:00AM-1:00PM	21 <b>CRA Virtual Presentation</b> 11:00AM-12PM	22 <b>Resume &amp; Cover Letter</b> 1:00 PM -3:00 PM	23 <b>BJO Information Session</b> 1:00PM-3:00PM	24 <b>New Canadian? How To Navigate The Canadian Job Market</b> <b>PRE-RECORDED</b>
27	28 <b>Create a Vision Board for Your Career</b> 11:00AM-1:00PM	29 <b>Interview Preparation</b> 1:00 PM -3:00 PM	30 <b>Tips for Successful Job Search</b> 1:00 PM-3:00PM	31 One -on- One Resume Review 10:00 AM -3:00PM By appointment job posting is required <b>This session is only for clients who attended the resume workshop</b>

**EVENTS ARE FREE. REGISTRATION REQUIRED.**

Next-Steps Employment Centre—Don Mills  
3030 Don Mills Road, Suite 6-7, Toronto, M1P 3C1  
416-395-5101 | 416-395-5103 | [nsec-donmills@tdsb.on.ca](mailto:nsec-donmills@tdsb.on.ca)  
 [@NextStepsEmploymentCentres](https://www.facebook.com/NextStepsEmploymentCentres) |  [@NextStepsEC](https://www.twitter.com/NextStepsEC)

**REGISTER:  
CALL US AT  
416-395-5103 SCAN  
OR CLICK**



## Workshop Description

**Resumes & Cover Letters:** Two-hour workshop in person. Please join us to ensure your cover letter and resume get seen by recruiters and Applicant Tracking System software. We will provide insider tips to make your resume gets you an interview!

**One-on One Resume Review:** This thirty-minute resume session that provides job seekers with the opportunity to receive professional feedback on their resumes from our Employment Specialist. Participants must attend the 2-hour workshop and bring their update resume with a job posting to this appointment.

**Interview Preparation:** In this 2-hour workshop. Participants will get tips on various types of interviews, interview questions and answers and how to be better prepared.

**Tips for Successful Job Search:** In this 2-hour workshop, new clients will learn more about the services offered by the centre and get tips on how to effectively conduct their job search.

**Better jobs Ontario Information Session:** This session provides an overview of the program, requirements, and general information. A referral from your Employment Advisor is required to ensure you qualify.

**Personality Dimensions® :** In this workshop you will identify your work interests, strengths, and values. Gain a better understanding of yourself and others while exploring the occupations that best fit your personality and career goals.

**Communication Style at Work Assessment:** Participants will learn about their personal communication styles; how to recognize and appreciate personal differences; and how to adapt their behaviour to interact more effectively in job interviews and on the job.

Please See the flyers  
for  
special guest speakers, and other workshops  
for the New Year