



SEPTEMBER WORKSHOP CALENDAR 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 Labour Day Office closed	3	4 Resume & Cover Letter 10:00 AM-12:00 PM	5 Better Jobs Ontario Information Session 10:00 AM-12:00 PM	6
9	10 Tips for Successful Job Search 10:00 AM-12:00 PM	11 Interview Preparation 10:00 AM-12:00 PM	12 One -on One Resume Review 10:00 AM -3:00 PM By appointment job posting is required	13 One -on One Resume Review 10:00 AM -1:00PM By appointment job posting is required
16 Personality Dimensions 10:00 AM-1:00 PM	17 Communication Style Assessment 10:00 AM -12:00 PM	18	19 Resume & Cover Letter 1:00 PM- 3:00 PM	
23	24 How To Access The Hidden Job Market 10:00 AM-11:30 AM	25 Interview Preparation 1:00 PM-3:00 PM	26 Better Jobs Ontario Information Session 1:00 PM -2:30 PM	27 One -on One Resume Review 10:00 AM-3:00 PM By appointment job posting is required
30 Tips for Successful Job Search 1:00 PM-3:00 PM				

EVENTS ARE FREE. REGISTRATION REQUIRED.

Next-Steps Employment Centre—Don Mills
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416-395-5103 SCAN
OR CLICK**



Workshops 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: (formerly Second Career) Two- hour in-person workshop with an overview of the training programs, requirements, and general information. A referral from your Employment Advisor is required to ensure you qualify.

How to Access the Hidden Job Market: This workshop will give you tips on find out more about the hidden job market where over 80% of jobs are located.

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 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.

5 Job Fair Preparation Tips!

- **Be Prepared:** Check the listing for the names of companies and positions that you are interested in. Create a prioritized list of employers you are interested in talking to. Research the employers on your list. Visit each of the company's websites to learn more about the company and the positions they have available.
- **Dress for Success:** Wear professional interview attire, comfortable shoe is essential (ladies). Bring a portfolio or bag for collecting the company's literature. Turn off cell phones and other mobile devices.
- **Arrive Early:** Plan for extra time at registration even if you register online. Get familiar with the layout of the space and figure out which employer you want to see first. Some lines may be long if employers are doing on-the-spot interviews.
- **Be Enthusiastic:** One of the most important personal attributes job seekers can bring to a job fair or interview is **ENTHUSIAM!** Show this by smiling and showing interest in their company.
- **Know Yourself:** Make sure you have well-defined career goals, and you can confidently speak about your skills and qualifications and how it matches with the company.