

WORKSHOPS

MARCH 2017

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Apprenticeship Cover Letter/ Resume Writing Essential Communication Skills			1	2	3
Interview Skills Job Search MS Office Online Second Career Smart Serve	6 Resume/Cover Letter 2:00 PM – 4:00 PM	7 Job Search 2:00 PM – 4:00 PM	8 Interview Skills 2:00 PM – 4:00 PM 	9 MS Online 10:00 AM – 12:00 PM	10
Social Media (SM) WHMIS-Online	13 Apprenticeship 2:00 PM – 4:00 PM	14 YJCS – Job Fair 11 AM – 4:00 PM Jean Vanier Secondary School 	15 Social Media 2:00 PM – 4:00 PM	16 WHMIS 10:00 AM – 12:00 PM 	17
	20 Interview Skills 2:00 PM – 4:00 PM	21 Resume/Cover Letter 2:00 PM – 4:00 PM	22 Job Search 2:00 PM – 4:00 PM	23 Smart Serve 10:00 AM – 2:00 PM	24
	27 Linking up with LinkedIN 2:00 PM – 4:00 PM	28	29	30	31

All Workshop details
can be found on
the next page.



springboard

CONNECT. INSPIRE. ACHIEVE.

3195 Sheppard Avenue East
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(Warden & Sheppard, 1 Block West
of Warden on South Side)

Phone (416) 849-4421

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springboardservices.ca



WORKSHOPS

Interview Skills

Learn interview skill techniques and how to tackle difficult interview questions.

Job Search

Learn to maneuver through today's job market and find the right job for you.

MS Office Online

Learn or upgrade your MS Office skills (Word, Excel, PowerPoint, etc.) using online tutorials.

Second Career

Learn options available through government funded training.

Smart Serve

Certification required for serving alcohol in the Hospitality industry. Must be at least 18 years old.

Social Media (SM)

Learn to market yourself in today's competitive economy using LinkedIn, Facebook, and much more!

WHMIS-Online

Obtain Certification in "Workplace Hazardous Materials Information Systems."
Must be at least 15 years old.

Scent Sensitive Workplace

Springboard is committed to providing a safe and inclusive environment for all employees and visitors to the Employment Services Department respectfully ask staff and visitors to be considerate in their use of scented products.

**To register, please call
416-849-4421 Ext. 0**



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