

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

Apprenticeship

Cover Letter/
Resume Writing

Essential
Communication

Skills

Interview Skills

Job Search

MS Office Online

Second Career

All Workshop details
can be found on
the next page.



springboard

CONNECT. INSPIRE. ACHIEVE.

3195 Sheppard Avenue East
Unit 1A

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

Phone (416) 849-4421

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springboardservices.ca



	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1	2
	5	6	7	8	9
Resume/Cover Letter 2:00 PM – 4:00 PM	Job Search 2:00 PM – 4:00 PM	Interview Skills 2:00 PM – 4:00 PM	MS Online 10:00 AM – 12:00 PM	Record Suspension Workshop 10:00 AM – 12:00 PM 1:30 PM – 3:30 PM	
	12	13	14	15	16
Job Maintenance 2:00 PM – 4:00 PM	Social Media 2:00 PM – 4:00 PM	Job Fair 10:00 AM – 2:00 PM McGregor Park Community Centre 2231 Lawrence Ave East	WHMIS 10:00 AM – 12:00 PM		
	19	20	21	22	23
Interview Skills 2:00 PM – 4:00 PM	Resume/Cover Letter 2:00 PM – 4:00 PM	Job Search 2:00 PM – 4:00 PM	Smart Serve 10:00 AM – 3:00 PM		
	26	27	28	29	30
					Good Friday Office Closed



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



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To register, please call

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