



springboard

CONNECT. INSPIRE. ACHIEVE.

Employment Counselling & Training

WORKSHOP AND
EVENTS CALENDAR
MAY 2018

LOCATION:
**3195 Sheppard
Avenue E.
Units 105-106
Scarborough, ON
M1T 3K1
(Warden & Sheppard, 1
Block West of Warden on
South Side)**

**TO REGISTER FOR A
WORKSHOP OR
BOOK AN
APPOINTMENT TO
MEET WITH AN
EMPLOYMENT
SPECIALIST CALL:
(416) 849-4421**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2	3	4
7 Resume/Cover Letter 2:00pm - 4:00pm	8 Job Search 2:00pm - 4:00pm	9	10	11 MS Online 10:00am - 12:00pm
14 Employment Standards Act 10:00am - 12:00pm	15 Career Job Fair 11:00am - 3:00pm	16 Interview Skills 2:00pm - 4:00pm	17	18 WHMIS 10:00am - 12:00pm
21 OFFICE CLOSED VICTORIA DAY 	22 Resume/Cover Letter 2:00pm - 4:00pm	23 Job Search 2:00pm - 4:00pm Social Media 10:00am - 12:00pm	24 Interview Skills 2:00pm - 4:00pm	25 Smart Serve 10:00am - 3:00pm
28	29	30	31	



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WORKSHOP DESCRIPTIONS



Interview Skills

Learn interview skills 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.



Resume and Cover Letter

Learn to create a resume and cover letter to the job you want.



Second Career

Learn about your options available through funded government training.



Social Media

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



Smart Serve

Get the required certification for serving alcohol in the Hospitality industry. Must be 18+.



MS Office Online

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



WHMIS - Online

Get certified in "Workplace Hazardous Materials Information System". Must be 15+.



Job Maintenance

Get information on how to sustain your position and meet job expectations.



Apprenticeship

Learn what apprenticeships are, eligibility and how to get to access opportunities.

LOCATION:

**3195 Sheppard Avenue East,
Units 105-106**

Scarborough, ON M1T 3K1

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

PHONE: (416) 849-4421

FAX: (416) 849-4422

SCENT SENSITIVE WORKPLACE:

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

LET'S GET CONNECTED:

