


March

Our team of Employment Specialists and Recruitment & Retention Specialists are available (in-person/virtually) to support your employment needs, including:

- Employment counselling via phone, Skype, or Zoom
- On-site appointments available, must call to pre-book.
- Resume and Video Resume services
- Pre-employment webinars
- Better Jobs Ontario support
- Virtual job fairs and paid placements
- Online skills training and certification for WHMIS, Smart Serve, Food Handler, Customer Service, and Psychological First Aid

To register for our services or to speak with an Employment Specialist, please [click here to register!](#)

| MON | TUE | WED | THU | FRI |
|--|---|---|--|--|
| Important and Commemorative Days March 8 - International Women's Day March 14 - Commonwealth Day March 21 - International Day for the Elimination of Racial Discrimination March 31 - International Transgender Day of Visibility March - Irish Heritage Month | | 1 Soft Skills Unit 3: Collaboration Register 10:00 am – 12:00 pm | 2 Soft Skills Unit 4: Problem Solving Register 10:00 am – 12:00 pm | 3 Soft Skills Unit 5: Success on the Job Register 10:00 am – 12:00 pm |
| 6  | 7 Winning Resume/Cover Letter Webinar 11:00 am – 12:00 pm | 8 Better Jobs Ontario Information Session Webinar 11:00 am – 12:00 pm | 9 Get Hired: Interview Skills Webinar 11:00 am – 12:00 pm | 10 One-on-One Resume/Cover Letter/Mock Interview By Virtual Appointment Only Settlement Services in Partnership with CCS By Virtual Appointment Only |
| 13  | 14 Youth Assisting Youth Information Session Webinar 11:00 am – 12:00 pm | 15 Employment Services 101: How Springboard can help you achieve your goals Webinar 2:00 pm – 3:00 pm | 16 Career Pathways: Developmental Services 101 Webinar 2:00 pm – 3:00 pm | 17 One-on-One Resume/Cover Letter/Mock Interview By Virtual Appointment Only Settlement Services in Partnership with CCS By Virtual Appointment Only |
| 20 Winning Resume/Cover Letter Webinar 2:00 pm – 3:00 pm | 21 Toronto Public Library Information Session Webinar 11:00 am – 12:00 pm | 22 Income Tax 101 with the Worker's Health and Safety Legal Clinic Webinar 10:00 am – 12:00 pm | 23 Get Hired: Interview Skills Webinar 2:00pm– 3:00 pm | 24 Settlement Services in Partnership with CCS By Virtual Appointment Only |
| 27 Occupational Research and Enhanced Job Search Webinar 11:00 am – 12:00 pm | 28 Better Jobs Ontario Information Session Webinar 2:00 pm – 3:00 pm | 29 Virtual Hiring Event Register 1:00pm - 5:00pm | 30 LinkedIn and Networking Webinar 11:00 am – 12:00 pm | 31 One-on-One Resume/Cover Letter/Mock Interview By Virtual Appointment Only Settlement Services in Partnership with CCS By Virtual Appointment Only |

One-on-One Mock Interviews/Resume/Cover Letter Writing

Book a 1:1 appointment with a Springboard staff to brush up on your interview skills or review your resume and cover letter!

Get Hired: Interview Skills

This workshop will walk participants through the interview process to help prepare for in-person and virtual interviews. The presentation will provide tips for what to do before, during, and after an interview to ensure you will be well prepared and successful at your next interview.

Winning Resume and Cover Letter

This workshop will walk you through how to build an effective resume. Learn how to choose the best resume format for your experience, the components of effective resumes, and how to highlight your skills to employers. Learn about the anatomy of an effective cover letter, including key components you want to include in your letter to catch an employer's interest.

Better Jobs Ontario Information Session (Formerly Second Career)

Learn about you how you may qualify for skills training for in-demand jobs and receive financial support through government funded Better Jobs Ontario Program.

Occupational Research and Enhanced Job Search

Want to find a job that fits your personality? Join us for our free webinar and learn how to do research on career fields, the different ways you can apply for jobs, and how to conduct an effective job search.

Youth Assisting Youth Information Session

Youth Assisting Youth grows the leaders of tomorrow through peer mentorship of at-risk and newcomer youth. It pairs volunteer young adult mentors aged 16-29, with youth ages 6-15 to engage in activities to develop mind, body, character, and leadership skills. YAY connects volunteers to meaningful mentorship experiences that profoundly impact the most vulnerable youth and their families in communities across Toronto and York Region areas. Join the information session to learn more about the programs available!

Soft Skills Certification

Learn about the workplace skills that are in demand! In this free training course you will learn about the skills needed for success in today's workplace:

- Communication
- Personal Management
- Teamwork
- Problem Solving
- Professional Skills and Development

*Certification for participants who attend all 5 units.

Career Pathways: Developmental Services 101

Have you ever wondered what a Developmental Services Worker does? Curious about their job and what it takes to work in this field? Join us for a webinar about working in the Developmental Services Sector. Learn what Developmental Service Workers do, where they work, necessary skills and qualifications, and career opportunities.

Employment Services 101

Learn about the various ways Springboard Employment Services can help you achieve your goals. This information session will discuss the programs and support services available.

Toronto Public Library Information Session

Join us and learn more about the Toronto Public Library and the types of resources and programs they have available for the community. Topics covered include: ways to use the library at home and at the library with your library card, how to access a wide range of free online resources including Toronto's largest eBook collection, in-person/virtual programs, premium content databases, online research tools and career/job help resources.

Settlement Services in Partnership with Catholic Crosscultural Services (CCS)

Houri Sahba, a settlement worker from CCS in partnership with Springboard will provide the following information on Fridays via virtual appointments:

- Providing information and support about legal, childcare, housing, health, education and career
- Providing support with Immigration issues and applications for Citizenship, PR card, protected person applications, family sponsorship, subsidized housing, Employment Insurance, ODSP, OW, Taxes, CCB, GST/HST credit and other Government benefits
- Referral to other services
- Referral to free Certification of documents and commissioning services

LinkedIn & Networking

Learn how to make an effective LinkedIn profile and use LinkedIn to network and job search.

Income Tax 101 with the Worker's Health and Safety Legal Clinic

Learn the basics of Canada's tax system such as what are income taxes, why we pay taxes, and the benefits of filing taxes. We will also outline how to file an income tax return, where to get support at free tax clinics, and what to do if you have a legal issue related to your taxes.