



springboard
CONNECT. INSPIRE. ACHIEVE.

EMPLOYMENT SERVICES

August

Our team of Employment Specialists and Recruitment and Retention Specialists are working virtually to support you with 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

1 Civic Holiday Office Closed	2 Winning Resume/ Cover Letter Webinar 1:00 pm – 2:00 pm	3 Better Jobs Ontario Information Session Webinar 11:00 am – 12:00 pm	4 Get Hired: Interview Skills Webinar 1:00 pm – 2:00 pm	5 One-on-One Resume/ Cover Letter/Mock Interview Session By Virtual Appointment Only
8 Occupational Research and Enhanced Job Search Webinar 11:00 am – 12:00 pm	9 Business in the Streets Information Session Webinar 11:00 am – 12:00 pm	10 Tenants Rights with The Housing Help Center Webinar 11:00 am – 12:00 pm	11 	12 One-on-One Resume/ Cover Letter/Mock Interview Session By Virtual Appointment Only
15 Winning Resume/ Cover Letter Webinar 11:00 am – 12:00 pm	16 LinkedIn & Networking Webinar 1:00 pm – 2:00 pm	17 	18 Get Hired: Interview Skills Webinar 11:00 am – 12:00 pm	19 One-on-One Resume/ Cover Letter/Mock Interview Session By Virtual Appointment Only
22 Discover Ability Network Profile Creation Session Webinar 11:00 am – 12:30 pm	23 	24 Better Jobs Ontario Information Session Webinar 11:00 am – 12:00 pm	25 Introduction to Microsoft Word Register 10:00am – 11:00am	26 One-on-One Resume/ Cover Letter/Mock Interview Session By Virtual Appointment Only
29 Discover Ability Network Follow Up Session Webinar 11:00 am – 12:00 pm	30 Canadian Utilities Technological Infrastructure (CUTI) Information Session Webinar 11:00 am – 12:00 pm	31 Virtual Hiring Event Register 12:00 pm – 5:00 pm	Important and Commemorative Dates  Emancipation Day - August 1 - Canada.ca National Acadian Day – August 15 - Canada.ca	



3195 Sheppard Ave E.,
Unit 105
Toronto, ON

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

Learn interview skills techniques and how to tackle some of the most common interview questions.

Winning Resume and Cover Letter

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

Better Jobs Ontario Information Session (Formally 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.

LinkedIn & Networking

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

Occupational Research and Enhanced Job Search

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

Discover Abilities Profile Creation Session and Follow Up

Are you a job seeker with a disability? Join us to learn how the Discover Ability Network can connect you with inclusive employers. In this session we will be introduced to the Discover Ability Network and learn how it can support your job search, followed by a step-by-step walk-through of how to register and create your own profile to kick start your job search. A follow up session is offered for individuals who want to learn how to optimize their profile.

Business in the Streets

Business in the Streets (BITS) helps young people take their next step into entrepreneurship through virtual training, mentorship and funding opportunities. Join us to learn more about their programs:

- Youth Creating Entrepreneurial Opportunities (YCEO)
- Boot Camp
- SPARKFund
- Professional Development Fund
- BITS Bucks Microfinance Fund

Introduction to Microsoft Word

Microsoft Word allows you to create, edit, and save documents containing texts, charts and graphics. This beginner introductory workshop will walk you through the basics of Microsoft Word, including how to use popular tools in the application.

Tenants Rights with The Housing Help Center

The Housing Help Centre works with both individuals and families in the City of Toronto to find and maintain affordable, safe housing. Join this information session to learn about how to access social and community resources, and how to navigate different administrative systems to get the help you need. This webinar will focus on the rights and responsibilities of tenants and landlords in Ontario

Canadian Utilities Technological Infrastructure (CUTI) Information Session

CUTI provides a quick and streamlined way to enter the infrastructure & utility industry. CUTI courses, along with recommended practicum programs, provide fast-track and hands-on practical experience to enrich students with highly valued technical skills, allowing them to access career opportunities through in-class and field training led by experienced instructors. Learn more about the programs CUTI has to offer through this information session.