



springboard
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EMPLOYMENT SERVICES

December

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!](#)



3195 Sheppard Ave E.,
Unit 105
Toronto, ON

MON	TUE	WED	THU	FRI
Important and Commemorative Days December 3 - International Day of Persons with Disabilities December 6 - National Day of Remembrance and Action on Violence Against Women December 10 - Human Rights Day December 11 - Anniversary of the Statute of Westminster 			1 BounceBack: Build Skills For Positive Mental Wellness Webinar 2:00pm– 3:00 pm	2 One-on-One Resume/Cover Letter/ Mock Interview By Virtual Appointment Only Settlement Services in Partnership with CCS By Virtual Appointment Only
5 Occupational Research and Enhanced Job Search Webinar 11:00 am – 12:00 pm	6 Winning Resume/ Cover Letter Webinar 2:00 pm – 3:00 pm	7 Virtual Hiring Event Register 12:00 pm – 5:00 pm	8 Get Hired: Interview Skills Webinar 11:00 am – 12:00 pm	9 One-on-One Resume/Cover Letter/ Mock Interview By Virtual Appointment Only Settlement Services in Partnership with CCS By Virtual Appointment Only
12 	13 LinkedIn & Networking Webinar 11:00 am – 12:00 pm	14 Better Jobs Ontario Information Session Webinar 11:00 am – 12:00 pm	15 Is Social Media Helping or Hindering your Job Search with DAN Webinar 10:30 am – 11:30 am	16 One-on-One Resume/Cover Letter/ Mock Interview By Virtual Appointment Only Settlement Services in Partnership with CCS By Virtual Appointment Only
19 Mindfulness and Stress Resilience Webinar 2:00pm – 3:00 pm	20 Get Hired: Interview Skills Webinar 2:00 pm – 3:00 pm	21 Winning Resume/ Cover Letter Webinar 11:00 am – 12:00 pm	22 	23 One-on-One Resume/Cover Letter/ Mock Interview By Virtual Appointment Only Settlement Services in Partnership with CCS By Virtual Appointment Only
26 Statuary Holiday Boxing Day Office Closed	27 Statuary Holiday Christmas Day Office Closed	28 Better Jobs Ontario Information Session Webinar 2:00 pm – 3:00 pm	29 Launching a YouTube Channel Register 2:00pm – 3:00 pm	30 

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.

BounceBack Information Session

Join us as a representative from Canadian Mental Health Association presents an interactive virtual webinar. Through activities, discussions and relatable scenarios, participants will make connections with others by hearing from those experiencing struggles, learn how to identify the signs of stress, anxiety, and depression, and receive practical strategies that can help them to reduce their symptoms. Additional information will be provided about BounceBack, a free, self-guided program and available to those residing in Ontario who are 15 years or older and may be experiencing mild to moderate depression, anxiety, low mood, stress or worry.

Is Social Media Helping or Hindering your Job Search? A webinar discussion with DAN

Facebook, YouTube, WhatsApp, Instagram, LinkedIn, TikTok, Twitter. 92% of companies use social media to hire and 3 of 4 hiring managers will check out your social profiles. Join DAN for an honest chat about tips and tricks for using social media in a way that will help, not hinder, your professional career

Mindfulness and Stress Resilience

This workshop is designed to help you gain a better understanding of stress and how to manage it. Here you will learn how mindfulness can help you reduce stress and find relief from the everyday worries, fears and anxieties that we all experience.

LinkedIn & Networking

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

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

Occupational Research and Enhanced Job Search

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

Launching a YouTube Channel

Learn to get started with launching a YouTube channel