



springboard
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EMPLOYMENT SERVICES

January






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
2 Statutory Holiday New Year's Day Office Closed	3 	4 Better Jobs Ontario Information Session Webinar 2:00 pm – 3:00 pm	5 Get Hired: Interview Skills Webinar 11:00 am – 12:00 pm	6 One-on-One Resume/Cover Letter/ Mock Interview By Virtual Appointment Only Settlement Services in Partnership with CCS By Virtual Appointment Only
9 Bridging the Gaps in your Resume and Interview Webinar 11:00 am – 12:00 pm	10 Winning Resume/ Cover Letter Webinar 2:00 pm – 3:00 pm	11 Launching a YouTube Channel Register 2:00 pm – 3:00 pm	12 	13 One-on-One Resume/Cover Letter/ Mock Interview By Virtual Appointment Only Settlement Services in Partnership with CCS By Virtual Appointment Only
16 	17 Get Hired: Interview Skills Webinar 2:00 pm – 3:00 pm	18 Better Jobs Ontario Information Session Webinar 11:00 am – 12:00 pm	19 Mindfulness and Stress Resilience Webinar 2:00pm – 3:00 pm	20 One-on-One Resume/Cover Letter/ Mock Interview By Virtual Appointment Only Settlement Services in Partnership with CCS By Virtual Appointment Only
23 LinkedIn & Networking Webinar 11:00 am – 12:00 pm	24 	25 Virtual Hiring Event Register 12:00pm - 5:00pm	26 Winning Resume/ Cover Letter Webinar 11:00 am – 12:00 pm	27 One-on-One Resume/Cover Letter/ Mock Interview By Virtual Appointment Only Settlement Services in Partnership with CCS By Virtual Appointment Only
30 Occupational Research and Enhanced Job Search Webinar 11:00 am – 12:00 pm	31 Mature Students Information Session With Seneca College Webinar 11:00 am – 12:00 pm	Important and Commemorative Days January - Tamil Heritage Month January 11 - Sir John A. Macdonald Day January 17 - Raoul Wallenberg Day January 21 - Lincoln Alexander Day January 24 - World Day for African and Afrodescendant Culture January 27 - International Holocaust Remembrance Day January 29 - National Day of Remembrance of the Quebec City Mosque Attack and Action Against Islamophobia 		

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.

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.

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.

Launching a YouTube Channel

Looking to start a YouTube channel but don't know where to begin? In this webinar learn how you can create engaging content, grow your channel, and get noticed!

Bridging the Gaps in your Resume

Learn how to fill gaps in your resume and talk about them in a way that shows employers you were productive while you were off work. Everyone knows what a gap is, but how do you handle it? This webinar will teach you how to minimize the gap between where you left off and where you're starting out.

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

Mature Students Information Session with Seneca College

If you are a mature student and looking for ways to upgrade your education, please join Seneca College for their Mature Student Information Session! They will provide valuable information such as programs offered, how to pay for your studies, entry requirements for mature students without an OSSD or with international credentials, and information about part-time studies. A Q&A session will be held at the end and contact information for further questions will also be provided.