



# EMPLOYMENT SERVICES

springboard  
CONNECT. INSPIRE. ACHIEVE.

# NOVEMBER

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
- Second Career support
- Virtual job fairs and paid placements
- Online skills training and certification for WHMIS, Smart Serve, Food Handler, and Personality Dimensions

To Register for a webinar or to speak with an Employment Specialist, please call  
**(416) 849-4421 x 0**

**EMPLOYMENT ONTARIO**

3195 Sheppard Ave E., Unit 105  
Toronto, ON

MON	TUE	WED	THU	FRI
2 One-on-One Resume/ Cover Letter/Mock Interview Session By Virtual Appointment Only	3 Service Canada: After CERB - Transitioning to New Benefits <a href="#">Webinar</a> 11:00 am – 12:00 pm	4 Get Hired: Interview Skills <a href="#">Webinar</a> 1:00 pm – 2:00 pm	5 LinkedIn/Networking <a href="#">Webinar</a> 1:00 pm – 2:00 pm	6 Winning Resume/ Cover Letter <a href="#">Webinar</a> 1:00 pm – 2:00 pm
9 Jobs In Demand During COVID-19 <a href="#">Webinar</a> 1:00 pm – 2:00 pm	10 Second Career Information Session <a href="#">Webinar</a> 2:00 pm – 3:00 pm	11 Starting an Online Tutoring Business <a href="#">Webinar</a> 10:00 am – 11:00 am YJC Virtual Hiring Event <a href="#">Register Here</a> 12:00 pm – 5:00 pm	12 Launching a YouTube Channel <a href="#">Webinar</a> 2:00 pm – 3:00 pm	13 Virtual Drop-In <a href="#">Zoom</a> 1:00 pm – 3:00 pm
16 BounceBack: Supporting Your Mental Health <a href="#">Webinar</a> 1:00 pm – 2:00 pm	17 Mental Health and Mindfulness <a href="#">Webinar</a> 3:00 pm – 4:30 pm	18 Get Hired: Interview Skills <a href="#">Webinar</a> 1:00 pm – 2:00 pm	19 Microsoft Office Training: Word <a href="#">Webinar</a> 2:00 pm – 4:00 pm	20 Bridging the Gaps in Your Resume <a href="#">Webinar</a> 11:00 am – 12:00 pm
23 Video Editing with Adobe Premiere Pro 3:00 pm– 5:00 pm	24	25 Virtual Hiring Event <a href="#">Register Here</a> 12:00 pm – 5:00 pm	26 Microsoft Office Training: PowerPoint <a href="#">Webinar</a> 10:00 am – 11:00 pm	27 Microsoft Office Training: Excel <a href="#">Webinar</a> 2:00 pm – 4:00 pm
30 Financial Literacy: Money Management <a href="#">Webinar</a> 2:00 pm - 3:30 pm				

### **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.

### **Second Career Information Session**

Learn about your options available through funded government training.

### **LinkedIn & Networking**

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

### **Launching a YouTube Channel**

Learn how to launch a monetized YouTube channel and work with YouTube's algorithm.

### **Starting an Online Tutoring Business**

Learn how to start your own successful tutoring business online

### **Mental Health and Mindfulness**

Explore an interactive mindfulness session and learn to maintain a moment-by-moment awareness of thoughts, emotions, bodily sensations, and surrounding environment with openness and curiosity.

### **MS Office Online**

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

### **Virtual Hiring Event**

Sign up for an on-the-spot virtual interview with employers looking to hire for multiple positions

### **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!

### **Jobs in Demand During COVID-19**

Join us in a career-exploration session

### **Adobe Premiere Pro**

Join our week-long workshop series and learn how to use Adobe Premiere Pro to bring your video and film ideas to life!

### **Bridging the Gaps in Your Resume**

Learn how to navigate both the job market and interviews when you have a gap in your employment history

### **Virtual Drop-In**

Have a question about your resume or job search? Interested in learning more about our programs? Come join our staff for a virtual drop-in – no appointment needed – and chat with us about all things employment!