



springboard
Unleashing the power
of your potential

EMPLOYMENT SERVICES

January

MON

TUE

WED

THU

FRI

New Years Day - January 01
Educational Assistant Appreciation Day - January 17
Let's Talk about Mental Health - January 25
Family Literacy Day - January 27
Lunar New Year - January 29
Tamil Heritage Month

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Office Closed

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3 **One-on-One
Resume/Cover
Letter/
Mock Interview**
By Appointment
Only

6



7

**Better Jobs Ontario
Information Session**

[Click Here To Register](#)

10:00 am - 11:00 am

8



9

**Digital Media For
Small Businesses
Workshop**

[Click Here To Register](#)

12:00 pm - 1:00 pm

10 **One-on-One
Resume/Cover
Letter/
Mock Interview**
By Appointment
Only

13



14

**Financial Literacy
Workshop: The
Wealth Blueprint**

[Click Here To Register](#)

1:00 pm - 2:00 pm

15

**Winning Resume and
Cover Letter**

[Click Here To Register](#)

11:00 am - 12:00 pm

16

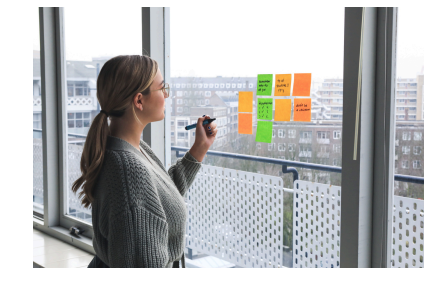
LinkedIn Headshots

[Click Here To Register](#)

10:00 am - 12:00 pm

17 **One-on-One
Resume/Cover
Letter/
Mock Interview**
By Appointment
Only

20



21

**Winning Resume and
Cover Letter**

[Click Here To Register](#)

11:00 am - 12:00 pm

22

**Get Hired: Interview
Skills**

[Click Here To Register](#)

12:00 pm - 1:00 pm

23

**Cash Register
Training**

[Click Here To Register](#)

1:00 pm - 3:00 pm

24 **One-on-One
Resume/Cover
Letter/
Mock Interview**
By Appointment
Only

27

**Get Hired: Interview
Skills**

[Click Here To Register](#)

2:00 pm - 3:00 pm

28

**Better Jobs Ontario
Information Session**

[Click Here To Register](#)

12:00 pm - 1:00 pm

29

**Citizenship
Application Process
Workshop**

[Click Here To Register](#)

10:00 am - 12:00 pm

30



31 **One-on-One
Resume/Cover
Letter/
Mock Interview**
By Appointment
Only

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

- Employment counselling via phone, zoom and in office
- 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
- Resource Room, access: free Wi-Fi, computer stations, printing, photocopier/fax machine.
- Film & Recording Studio
- Virtual Reality Job Exploration

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

Employment Counselling & Training

Workshop Descriptions

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.

Cash Register Training

Register with Springboard to obtain your FREE cash register training certificate.

Digital Media For Small Businesses Workshop

This workshop equips small businesses with the knowledge and tools to succeed in digital marketing. It covers key areas like social media, SEO, and content marketing, while emphasizing personalized strategies and best practices. Attendees will learn how to build a strong online brand, connect with customers, and ultimately boost their business growth.

Financial Literacy Workshop: The Wealth Blueprint

This workshop helps Canadians build financial security. It covers tax-free wealth building, debt reduction strategies, and early retirement planning. Attendees will gain valuable insights and a clear roadmap to achieving their financial goals.

Citizenship Application Process Workshop

This workshop guides you through the Canadian Citizenship application process. It covers eligibility criteria, the application process, interview preparation, and information on fees and timelines. This session provides valuable information and resources to help you navigate the citizenship application process with confidence.

Settlement Services in Partnership with Catholic Crosscultural Services (CCS). Contact – 416-266-7200

CCS in partnership with Springboard will provide the following information on Tuesdays via in-person appointments or 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