





## ANISHNABEG OUTREACH WORKSHOPS JANUARY 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			Visit us at 151 Frederick St. 5 <sup>th</sup> floor Kitchener 519-742-0300		Are you interested in attending A Job Club? Call Nancy 519-742-0300	Second Career Is full of Opportunities.
1. Do you need a "Smart Serve" certificate to get a job?	2. Do you understand Job Market Research?	3. Would you like to be a member of our Job Search Club?	4. Cover Letter Updates 10- Noon	5. Interview Skills 10 – 12 Noon	6. Pick your workshop Friday	7. Apatisiwin supports Aboriginal People Status or Non-Status
8. Social Networking is the way to look for work. Do you need some help?	9. Resume Writing 10- 12 Noon	10. Job Search/Club 10- 12 Noon	11. Service Canada Information All Day	12. Interview Skills 2 – 4 p.m.	13. Pick your workshop Friday	14. Employment Ontario has answers to your education questions
15. Would having a First Aid Certificate Help in your job search?	16. Resume Writing 2-4 p.m.	17. Job Search 10- 12 Noon Call if you wish an evening appointment for January	18. Cover Letter Updates 10- 12 Noon	19. Interview Skills 10 – 12 Noon	20. Pick your workshop Friday	21. Do you need to take a Health & Safety Training for employment?
22. If you have physical disabilities perhaps we can help or refer you to an agency for assistance	23. Resume Writing 10- 12 Noon	24. Job Search 10- 12 Noon Call if you wish an evening appointment for January	25. Service Canada Information All Day	26. Interview Skills 2 – 4 p.m.	27. Pick your workshop Friday	28. Pre- Literacy Day events at Conestoga Mall-come enjoy the Aboriginal entertainment 1-3 p.m.
29. Project Read and Boggle Tournament at Conestoga Mall 10- 3 p.m. Many great activities	30. Resume Writing 10 – 12 noon	31. Job Search 10- 12 Noon Call if you wish an evening appointment for February	<a href="http://www.anishnabegoutreach.org">www.anishnabegoutreach.org</a> 519-742-0300 1-866-888-8808			

## **GUIDE TO SERVICE CANADA WEBSITE**

Today is the computer age and our goal is to help clients use the valuable tools that Service Canada provides. Our goal is to make clients feel confident on the computer and the Service Canada Website. This access will make their job and education search more personalized and give them confidence as well.

## **JOB SEARCH CLUB**

Looking for a job can almost be isolating but like any support group a Job Search Club is a way to feel a connection. Share the ups and downs of Job Search with others who like you are anxious to go on to the next steps of employment. "Life is a Circle" and by being part of this circle you receive feedback, encouragement and networking.

## **RESUME WRITING**

The objective of the resume writing information session is to provide each individual with a good understanding of the resume development process. Points to be included: Highlight why certain information should be used and how to display and organize those key aspects. We wish to ensure that clients have the knowledge and the ability to prepare their own resumes and understand that an effective resume is one of the most important tools of a job search.

## **CAREER PLANNING**

The objective is to supply the client with as much relevant information as possible for them to make career and education decisions. The education catalogues, self help books, lists of websites etc. are all essential in building their careers or education.

## **COVER LETTERS**

The objective of the cover letter information session is to provide techniques so clients can produce a superior cover letter that is personalized, effective and professional. Templates of various styles of cover letters are available to emphasize how to showcase qualifications and skills.

## **INTERVIEW SKILLS**

The interview is the pinnacle which in job searching is the ideal place to be. However, you must be prepared for a smooth climb. This workshop is essential to polish those transferable skills that you have been identifying.

## **ESTABLISHING A SERVICE CANADA ACCOUNT**

Your S.I.N. number is a piece of ID that many people do not realize is one of the most important pieces of identification you will ever have. This card should never be carried with you unless a government agency requests to see it. There is no charge to establish a Service Canada Account which will be there for you for Unemployment, Canada Pension, Old Age Security and many other avenues.

## **LABOUR MARKET INFORMATION GUIDE**

The Labour Market is a term used to name the job type and availability for a specific region. It is an important tool in one's job search and career planning as it will aid in finding employment that match the future needs of the individual. By becoming aware of the market trends, wage prospects and what employers will be looking for from a potential employee, you can better prepare yourself for your chosen or yet to be chosen career path.