

December 2009



Opportunity Place

**Career Resource Centre
HELPING YOU ON THE PATH TO EMPLOYMENT**

108 Cobequid Road

www.opportunityplace.ca

Lower Sackville, NS B4C 2N2

(902) 864-7520

Opportunity Place Career Resource Centre is funded through the Canada-Nova Scotia Labour Market Development Agreement under the direction of Employment Nova Scotia.



Sponsored by
Opportunity Place
Resource Association

Comprehensive Employment Support Services

We are here to assist you with an employment plan that works for you.

- ◆ **Assessment of Your Employment Needs**
- ◆ **Career Decision Making Assistance**
- ◆ **Job Search Strategy Workshops**
- ◆ **Self-Assisted Job Search Centre & Computer Access**
- ◆ **Assistance with Labour Market Research**
- ◆ **Info on Training & Self-Employment Options**
- ◆ **One-on-One Employment Support**
- ◆ **Referrals to Other Agencies**

All services are free.

For your convenience our hours of operation are

Monday - Friday

9:00 - 4:30

What you will find inside...

December Workshop Schedule

Top New Year's Resolutions for Job Hunters

Overseas Opportunities Info Session

"The opinions and interpretations in this publication are those of the author and do not necessarily reflect those of Employment Nova Scotia."



Top New Year's Resolutions for Job Hunters



If you are looking for a job, no doubt finding gainful employment is right up there on your list. But are you doing everything you can to maximize your job search? Here are some resolutions to get your started:

Become a perpetual student. Never stop learning – whether that means going back to school to finish your degree, taking a few distance learning classes, or just being an avid reader. For some of you, continuing ed may be a required part of the job. For all of you, education equals higher salaries – sometimes as much as 40 percent higher or more.

Network outside the box: You know all those holiday cards your family receives? Flip through them with an eye toward networking. Have you talked to each and every one of them about your job search? If not, get in touch, thank them for their holiday wishes and suggest getting together for coffee.

Reach out to at least five new people a week: From now until you start your new job, resolve to network with at least five new people every week. When you grow weary of all the schmoozing, remind yourself that as many as 80 percent of all jobs are never advertised. The only way to get these jobs is through networking.

Review your resume with a fresh set of eyes: Send your resume off to your three closest and most trusted friends. Ask them to review it with razor precision. Your goal is a letter perfect resume that truly stands out from the crowd.

Send thank you cards: Send thank you notes to every person you interview with – emailed letters are perfectly acceptable, although handwritten notes make a bigger impact.

Volunteer your time and talents: By volunteering, you give yourself the opportunity to truly appreciate the bounty in your life. Even if you are unemployed, underemployed or just unhappily employed, you have a world of time, talent and expertise to contribute to causes in great need. Plus, volunteering is a great way to expand your contacts and learn about new career fields.

Stay positive: Your attitude can make all the difference between a job offer and a job rejection. That's why you need to do what you have to in order to stay positive during your job search.

Become a master interviewer: Nine out of ten people say they are afraid of public speaking – and nothing is more intimidating than speaking up at a job interview. But if you let your insecurities get the better of you, you will never get the job. Conquer your fear and gain a career!

www.jobmonkey.com



Opportunity Place

Career Resource Centre

HELPING YOU ON THE PATH TO EMPLOYMENT

Opportunity Place will be closed for the holidays on Friday, December 25th, Monday, December 28th and Friday, January 1st.



On all other dates we will resume our regular hours of operation.



We want to hear from you! Send us an email or drop in and see how we can help you.

staff@opportunityplace.ca

Opportunity Place
108 Cobequid Road, Suite 100
Lower Sackville



Want to be added to our mailing list??
Fill in and return the form below



Name: _____

Address: _____

Phone: _____

Opportunity Place

Provides individual, employment services for all unemployed persons.

Available services include the following:

FREE Self-assisted Job Search Centre

- Free Computer use for job seekers
- Specialized equipment for persons with disabilities
- Access to Internet job banks
- Resume writing support
- Current resources—Newspaper, industry periodicals, Educational information
- Career planning books and videos
- Printing, copier and fax services for active job seekers

Determining Your Employment Needs

- Our goal is to help you understand the Career Planning Process, discuss strengths and abilities to resolve your employment needs and consider approaches to assist you in obtaining work.

Referrals to Other Services

- Staff is knowledgeable on a variety of additional resources in the community that may provide specialized programs, assistance and support.

We look forward to assisting you with your career needs

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Lower Sackville, NS

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GOLDRAIN COMPANY

Seeking Qualified Applicants

OVERSEAS OPPORTUNITIES

Seeking individuals that completed a Bachelor's degree. Some opportunities also available for an Associate level from an accredited university or college. This is for opportunities to teach English overseas. Opportunities are attractive and currently offered in South Korea, Taiwan, and more.

Positions offer attractive packages such as:

Round-trip airfare	Free accommodations
Incentive bonuses	Various perks
Online supports	Assistance with work visa protocol
Other Pluses	Referral Bonuses

USA OPPORTUNITIES

Positions vary in compensation, location, and packages. This is based on your preference, and qualified credentials.

Special Education teacher	Mathematics teacher
Audiologist	Speech Pathologist
Nurses	

INFORMATION SESSION

Date: December 15, 2009

Time: 10:00 am to 1:00 p.m.

Location: Opportunity Place Career Resource Center
108 Cobequid Road, Lower Sackville

To Register please call (902) 864-7520 or contact:
creativeprof@yahoo.com




BRING THE FOLLOWING:

Resume; Current Contact Information; Current Photo if Available



December 2009 Workshop Schedule



Monday	Tuesday	Wednesday	Thursday	Friday
	1 LMI General 9:30-12:30 LMI Specific 1:00-4:00	2 Interviews #1 9:30 - 12:30 Interviews #2 1:00 - 4:00	3 Creative Ways 9:30 - 12:30	4
7 Resume #1 9:30 - 12:30 Career Planning 1:00-4:00	8 Resume #2 1:00 - 4:00	9	10 Resume #3 9:30 - 12:30 Resume #4 1:00 - 4:00	11
14	15 Overseas Opportunities Info Session 10:00-1:00	16	17	18
21	22	23	24 Christmas Eve 	25 Christmas Day Office Closed 
28 Holiday in lieu of Boxing Day Office Closed	29	30	31 	1 January New Years Day Office Closed

<p><u>Resumes for Results</u></p> <p>Part 1: Discover Your Skills Part 2: Put it All Together Part 3: Make Your Mark Part 4: Computer Resume</p>	<p><u>Labour Market Information (General & Specific)</u></p> <p>Information on the condition and operation of the labour market and how it influences job choices/employment. New trends, self-management techniques, where jobs are, identification of high and low opportunity occupations and related training.</p>
<p><u>Interviewing</u></p> <p>“So You Have an Interview - Now What?” (Part 1) “Interviews With Impact” (Part 2)</p> <p>How to open, manage & close an interview – learn appropriate responses to difficult interview questions. Learn how to respond with confidence to behavioral & situational interview questions.</p>	<p><u>Computers For Job Search</u></p> <p>“Finding Your Way Around Windows” (Part 1) “Internet Job Searching” (Part 2)</p> <p>Introduction to the basic functions of Windows and the computer. Basic use of Internet Explorer to search for information on the web. Create an email account for job search purposes.</p>
<p><u>Creative Ways to Find Work</u></p> <p>Tips on how to prepare for and maintain your job search; where and how to find jobs; networking/making contacts; practicing telephone calls & follow-up</p>	<p><u>Career Planning</u></p> <p>Choosing a satisfying career will depend on how well you develop a self-inventory by evaluating your skills, abilities, interests & work values. Your personal inventory will then become an important resource as you continue in your career planning activities.</p>
<p><u>WHMIS</u></p> <p>For individuals requiring WHMIS certification under provincial Occupational Health and Safety Regulations. Information on common workplace hazardous chemicals and the safe use of potentially hazardous materials.</p>	<p><u>Managing Change</u></p> <p>Learn positive strategies to cope with employment change. Information related to unemployment – change issues, change and stress sources, responses to stressors, stress-management tools and preparing for change.</p>