

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



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**February 2010**



**Opportunity Place**

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

108 Cobequid Road

[www.opportunityplace.ca](http://www.opportunityplace.ca)

Lower Sackville, NS B4C 2N2

(902) 864-7520

## **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...**

***"Mavis Beacon Keyboarding Speed Test"***

***"Free Resume Critiques"***

***"February Workshop Schedule"***

# Mavis Beacon Keyboarding Speed Test



**Available at Opportunity Place  
Career Resource Centre  
108 Cobequid Road**

This service is offered to unemployed individuals requiring a **typing speed certificate** for **educational** or **employment purposes**. Clients may have up to a half hour of practice time prior to speed test.

**For an appointment please call  
Heidi Bardsley at (902) 864-7520.**

**Testing is Free.**



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

**[staff@opportunityplace.ca](mailto:staff@opportunityplace.ca)**

**Opportunity Place  
108 Cobequid Road, Suite 100  
Lower Sackville, NS**



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**

**108 Cobequid Road  
Lower Sackville, NS**

**For your convenience our hours of operation**

**Monday - Friday  
9:00 - 4:30**



# **Resume Critiques**



**Come have your Resume reviewed at  
Opportunity Place Career Resource Centre!**

**Your resume is usually the first impression a  
prospective employer has of you, and is your  
ticket to an interview!**


**Give yourself the best possible chance to get a  
job! Come have our friendly and  
knowledgeable staff review your resume.**

**Our Career Specialists are available for half hour  
appointments to provide further insight into how  
you can improve your resume.**

**Call Opportunity Place to schedule your  
appointment at (902) 864-7520.**



## February 2010 Workshop Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
				
<b>1</b> Resume #1 9:30-12:30	<b>2</b> Resume #2 1:00-4:00	<b>3</b>	<b>4</b>	<b>5</b> Resume #3 9:30-12:30 Resume #4 1:00 - 4:00
<b>8</b> Career Planning 9:30-12:30	<b>9</b> LMI General 9:30-12:30 LMI Specific 1:00-4:00	<b>10</b> Interviews #1 9:30-12:30 Interviews #2 1:00-4:00	<b>11</b> Creative Ways 9:30-12:30	<b>12</b>
<b>15</b> Resume #1 9:30-12:30	<b>16</b> Resume #2 1:00-4:00	<b>17</b> Computers for Job Search 1 9:30-12:30	<b>18</b> Resume #3 9:30-12:30 Computers for Job Search 2 9:30-12:30	<b>19</b> Resume #4 9:30-12:30
<b>22</b>	<b>23</b> LMI General 9:30-12:30 LMI Specific 1:00-4:00	<b>24</b> Interviews #1 9:30-12:30 Interviews #2 1:00-4:00	<b>25</b> Creative Ways 9:30-12:30	<b>26</b>

<p><b><u>Resumes for Results</u></b></p> <p>Part 1: Discover Your Skills Part 2: Put it All Together Part 3: Make Your Mark Part 4: Computer Resume</p>	<p><b><u>Labour Market Information (General &amp; Specific)</u></b></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><b><u>Interviewing</u></b></p> <p>“So You Have an Interview - Now What?” (Part 1) “Interviews With Impact” (Part 2)</p> <p>How to open, manage &amp; close an interview – learn appropriate responses to difficult interview questions. Learn how to respond with confidence to behavioral &amp; situational interview questions.</p>	<p><b><u>Computers For Job Search</u></b></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><b><u>Creative Ways to Find Work</u></b></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 &amp; follow-up</p>	<p><b><u>Career Planning</u></b></p> <p>Choosing a satisfying career will depend on how well you develop a self-inventory by evaluating your skills, abilities, interests &amp; work values. Your personal inventory will then become an important resource as you continue in your career planning activities.</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><b><u>Managing Change</u></b></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>