

**January 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...**

*“What is Labour Market Information?”*

*“Services for Employers”*

*“January Workshop Schedule”*

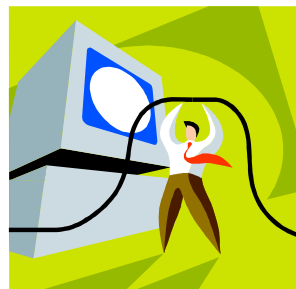
## ***“WHAT IS LABOUR MARKET INFORMATION?”***

**Labour Market Information (LMI) includes occupational, industrial, learning and community information used by employers to recruit, train and retain staff or by workers to search for work, explore career options or to devise a learning plan related to work.**

**Job seekers use LMI to find out where the jobs are, how much they pay and where to get relevant training. They can also access information on employers, labour market conditions, job prospects and skill requirements.**

**Employment and guidance counselors use it as a tool to assist clients in making informed career decisions.**

**Come to Opportunity Place to discover how labour market information can help you achieve your employment goals!**



## **OPPORTUNITY PLACE SERVICES FOR EMPLOYERS**

We offer opportunities to ensure you receive the maximum benefit of advertising your employment opportunity.

All are FREE of charge!

### Postings of jobs on our website and Job Board

- The job will be posted within 24 - 48 hours.
- Indicate in the posting how you wish to have applicants contact your organization.
- Your posting will remain on our website for 1 month; if you wish to extend the time, please let us know.


### Client notification through case management

- Our Career Specialists work one-on-one with specific clients to help them secure employment.
- Career Specialists may contact their clients who meet your employment criteria to advise them of the position.

To post an opportunity please contact us at 864-7520 or send an email to [staff@opportunityplace.ca](mailto:staff@opportunityplace.ca).



## January 2010 Workshop Schedule

| Monday                                     | Tuesday   | Wednesday  | Thursday   | Friday                                |
|--|---|--|--|---------------------------------------|
|  |   |  |   | 1<br>New Year's Day<br>Office Closed  |
| <b>4</b><br>Resume #1<br>9:30-12:30        | <b>5</b><br>Resume #2<br>1:00-4:00  | <b>6</b>   | <b>7</b><br>Resume #3<br>9:30-12:30  | <b>8</b><br>Resume #4<br>9:30 - 12:30 |
| <b>11</b><br>Career Planning<br>9:30-12:30 | <b>12</b><br>LMI General<br>9:30-12:30<br>LMI Specific<br>1:00-4:00           | <b>13</b><br>Interviews #1<br>9:30-12:30<br>Interviews #2<br>1:00-4:00 | <b>14</b><br>Creative Ways<br>9:30-12:30   | <b>15</b>                             |
| <b>18</b><br>Resume #1<br>9:30-12:30       | <b>19</b><br>Computers for Job Search<br>9:30-12:30<br>Resume #2<br>1:00-4:00 | <b>20</b>  | <b>21</b><br>Resume #3<br>9:30-12:30<br>Resume #4<br>1:00 - 4:00                   | <b>22</b>                             |
| <b>25</b>                                  | <b>26</b><br>LMI General<br>9:30-12:30<br>LMI Specific<br>1:00-4:00           | <b>27</b><br>Interviews #1<br>9:30-12:30<br>Interviews #2<br>1:00-4:00 | <b>28</b><br>Computers for Job Search<br>9:30-12:30<br>Creative Ways<br>9:30-12:30 | <b>29</b>                             |

|   |  |
|---|--|
| <p><b><u>Resumes for Results</u></b></p> <p>Part 1: Discover Your Skills<br/> Part 2: Put It All Together<br/> Part 3: Make Your Mark<br/> 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)<br/> “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)<br/> “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><b><u>WHMIS</u></b></p> <p>For individuals requiring WHMIS certification under provincial Occupation 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>  |

## **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**

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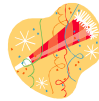
**9:00 - 4:30**



# Opportunity Place

Career Resource Centre  
HELPING YOU ON THE PATH TO EMPLOYMENT

Opportunity Place will be closed for New Year's Day on 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](mailto: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 Career Resource  
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*“The opinions and interpretations in this publication are those of the author and do not necessarily reflect those of Employment Nova Scotia.”*