



WINTER 2008 NEWSLETTER

WHAT'S INSIDE:

Coordinator's Comments	April 2007 - January 2008 Stats	PAGE 1
Goodbye Anne-Marie	An Interview with Anne-Marie Synott-Doyle	PAGE 2
Balancing Life and Work	Take Your Life Inventory!	PAGE 3
Ergonomics	What is Ergonomics?	PAGE 5
Workplace Health & Safety	What You Should Know about Repetitive Strain Injury	PAGE 7
Coping with Unemployment	Strategies for Dealing with Loss of Employment	PAGE 9
Ask The Career Counsellor	Dealing with Questions about Health or Disabilities	PAGE 11
OVRC Client's Testimonial	Advice for Job Seekers	PAGE 12
January & February Calendars	Upcoming OVRC Events for January & February 2008	PAGE 13



Osborne Village
RESOURCE CENTRE

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COORDINATOR'S COMMENTS

April 2007 – January 2008 Stats

by Marg Law, Centre Coordinator

Osborne Village Resource has been a busy place in the past 9 months of our 2007-2008 fiscal year. July was a very busy month as we closed our doors for over one week to have new carpeting installed and to upgrade our computers to Windows XP. A Capital Grant from The Winnipeg Foundation made our upgrade possible, providing us with the funds to purchase 8 new computers and all the XP Software and licenses we needed. A special thanks for their generosity. Despite the fact that we were closed in July, our numbers are slightly higher than last year. Our 6.5 staff were kept very busy.

1,535 new people were registered to the Centre with 7,543 people visiting the Centre for our various services.

Of those who visited OVRC, 1,254 Directed people had appointments with our program staff. To date, our staff have produced 788 résumés for people and our Career Counsellor has seen 287 people.

Our Database Administrator reported that 241 people that he contacted had found employment after using the services of Osborne Village Resource Centre.

It is projected that OVRC will see approximately 2,122 new registrants and 11,010 visits to the site by March 31, 2008 (12 months).

On behalf of the staff of OVRC, I wish all the people who use our Centre a happy and prosperous New Year. We look forward to serving you and the community in 2008-2009.



GOODBYE ANNE-MARIE

An Interview with Anne-Marie Synott-Doyle

by Alicia Franco-Espinosa

.....

Our Computer Instructor/Volunteer Coordinator of 4 years says good bye to the Osborne Village Resource Centre.

Alicia: What did you do before you were a computer instructor/volunteer coordinator?

Anne-Marie: I was the Adult Program Coordinator for the YMCA-YWCA Elmwood Kildonan Branch. It was a lot of fun because the Y had set landmark membership that year, and the building was exploding with activity all around us. It was also just on the verge of renewal, so I was able to help implement a lot of changes in programming. Also, I taught a lot of aerobics, so I was doing my best to get buff.

Previous to working at the Y, I came to OVRC as a client I was scared about technology and hopeless in my job at that time lacking computer skills. Staff at OVRC assisted me with classes, and with them taking the time to assess my needs, I was able to follow the yellow brick road to computer literacy, and successful employment.

Alicia: How was it to work at OVRC?

Anne-Marie: OVRC gave me a vast amount of experience that I'd never had before. It was wonderful to work there, especially since I had been a client previously, and understood the apprehension a client feels when tackling new concepts. To go from student to teacher was very humbling, and I treasure that experience.

It gives me good perspective when I think about my Professors now.

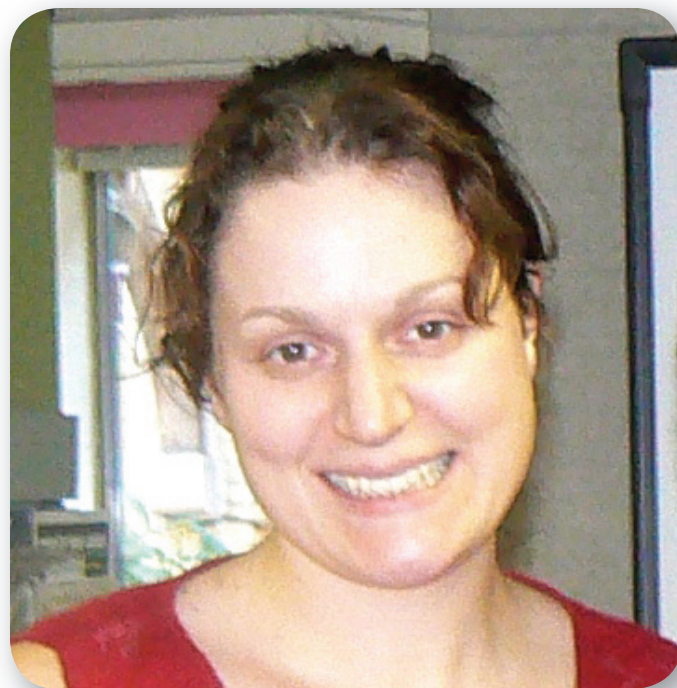
Marg is an amazing boss, she has an incredible amount of skill, and tact.

In fact, all of the staff at OVRC have their own strengths, it makes for a powerhouse of an employment team. They all come with their own knowledge, and experiences, and while in my time there, we didn't agree on everything, we did know this....

Everyone can make something good for themselves, sometimes you just need a little help.

When your tooth hurts, go to a dentist. When you break a bone, go to the doctor. When you need help with pre-employment needs, go to OVRC.

Alicia: Could you mention one of the most rewarding experiences that you had at OVRC?



Anne-Marie: Once, I helped an almost desolate single mom of two find a steady day job. She was crying with thank- yous when all I had done was coach her to surf the internet, and make suggestions for her resume. She came with everything she needed to succeed. I just opened her eyes to it.

Alicia: What advice would you give to the next person in your position?

Anne-Marie: Grow a nice green plant, and when it multiplies, share it with Mildred, because she knows everybody, and it'll help to add some green space to the world.

Alicia: What are you doing now?

Anne-Marie: Going to university full time, trying to become an X-ray Tech.

Alicia: In your experience, what would you recommend to people when

considering going back to school?

Anne-Marie: Oh man, make sure you re-ee-eeally want to do it.

Also, do your research. Is there a clear and available employment outcome for you, or are you just dabbling. If so, take one of the courses before you make the big jump, and see how you like it. Consult professionals in the field of employment that you'd like to get into.

Don't be afraid to introduce yourself to your profs formally, make good contacts, now.

All the staff wishes Anne-Marie the best in this new chapter of her life!

BALANCING LIFE AND WORK

Take Your Life Inventory!

The Institute for Management Excellence

There is a difference between a 'job' and 'work'. A job is what we do to satisfy our financial and physical needs; work satisfies our emotional, mental and spiritual needs and gives us meaning in life. Our personalities think more in terms of doing a job and our souls long for meaningful work. In an ideal world our job and our work

would be the same, but, unfortunately, in today's world more people have a job than have their true work.

Therefore it is important to have a balance in life. Here you have a tool called "Life Inventory" to assess how balanced your life is. Enjoy it!

There are four areas to this life inventory: healthy work, family, play and self.

1 = Never True 2=Sometimes True 3=Often True 4=Always True

Put the number that best fits you in the blank space beside each statement. At the end of each area you will get your total score by adding the eight numbers. Put the sum in the "total score" space.

Area 1: **HEALTHY WORK**

1. ____ I have many interests outside of my work duties.
2. ____ I spend as much time after hours with family and friends as I do with co-workers.
3. ____ I enjoy my work today as much as ever and I am productive and effective at what I do.
4. ____ I work overtime only on special occasions.
5. ____ I am able to leave my work at the workplace.
6. ____ I am good at organizing and pacing my work time so that it doesn't interfere with other commitments.
7. ____ I work moderately, pace myself and confine my job to regular working hours.
8. ____ I spend an equal amount of time relaxing and socializing with friends as I do working.

____ **Total Work Score**

Area 2: **FAMILY**

1. ____ I communicate well with the members of my family.
2. ____ I take an active interest in the lives of my family members.
3. ____ My family spends quality time together.
4. ____ My family plays together and takes family outings regularly.
5. ____ I participate actively in family celebrations and traditions.
6. ____ I have good interpersonal relationships with other family members.
7. ____ I enjoy spending time with my family.
8. ____ My family and work life are in harmony with each other.

____ **Total Family Score**

Area 3: **PLAY**

1. _____ I socialize with friends who are not co-workers.
2. _____ I enjoy social gatherings.
3. _____ I like to unwind with friends.
4. _____ I go out socially with friends.
5. _____ My social life and work life are in harmony with each other.
6. _____ I enjoy inviting friends to my home.
7. _____ I like to play and have fun with others.
8. _____ It feels good to laugh, have a fun time and get my mind off of work.

_____ **Total Play Score**

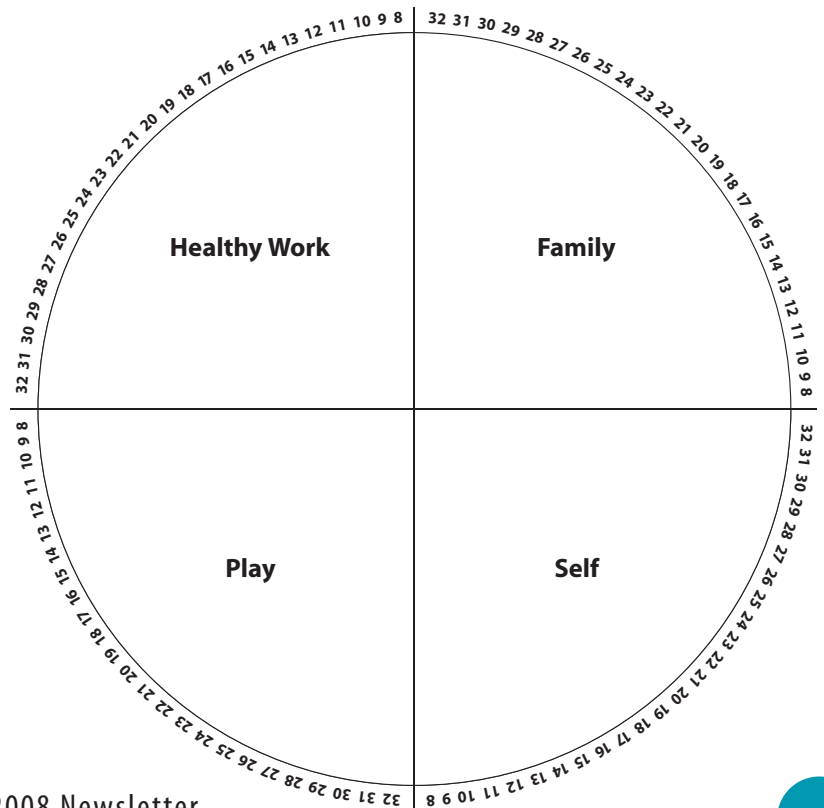
Area 4: **SELF**

1. _____ I plan time each day just for myself.
2. _____ For fun I have a hobby or recreation that I enjoy.
3. _____ I take time out each week for my spiritual development through activities such as worship, inspirational readings, meditation or a 12-step program.
4. _____ I eat nutritional, well-balanced meals.
5. _____ I make sure I get adequate rest.
6. _____ I engage in daily physical exercise.
7. _____ I focus on the positive thoughts about myself and try to look for the best in myself.
8. _____ I make sure I get my personal needs met.

_____ **Total Self Score**

Scoring:

1. Using the Balance Wheel of Life that follows, put an 'X' on the number in each area that corresponds with your total score.
2. Draw a line from that number to the center of the wheel.
3. Then darken the entire area of the circle from your total score back to the number "8".
4. Repeat these steps for all four areas of the wheel.
5. The part of the wheel that has the biggest shaded area is the area in which you are most balanced.
6. The part that is less complete is the area of your life that may need attention.



ERGONOMICS

What is Ergonomics?

by MFL Occupational Health Centre

Ergonomics is a science that studies people and the work they do. It involves applying knowledge about human characteristics (such as your height, your comfortable reaching distance, and your hand strength) to the work you do. If your work is modified to match your characteristics, you can work comfortably, efficiently, safely, and avoid problems such as back pain, sore wrists and hands, or sore shoulders.

Ergonomics looks at all of the things that you do at work, including

- The design of the total work environment, including tools, machinery in use, tables, chairs or benches, noise, and lighting
- Pace of the work, and how the work is organized
- Production requirements

Why Bother?

In many workplaces, you can find people trying to adjust to difficult situations. Sometimes the difficulties are minor, sometimes serious. Often, the reason for the difficulty is that too little thought has been given to matching the task to human capacities. Seats are uncomfortable, street names cannot be read easily, boxes are too heavy, doors are too narrow, instructions are confusing, shelves are too high or hand tools are awkward.

Sometimes, people adapt to these situations with only slight frustration, discomfort, or loss of speed.

Over a period of time, the discomfort, frustration, loss of efficiency, and errors will accumulate, leading to chronic health problems and decreases in performance. All too often, these effects combine to create accidents. Ergonomics tries to minimize these problems.

What are the Results of Practicing Ergonomics?

Properly applied, ergonomics can improve both the well being and the performance of individual workers. Good ergonomics reduces discomfort, fatigue, accidents and health problems while promoting job satisfaction, safety, and personal health.

How do I get ergonomics at my workplace?

To ensure comfort, safety, and well being, an ergonomics program should be set up at your workplace. A good ergonomics program is an organized approach to protecting workers while actively involving workers and management. It requires:

- Management commitment: to ensure that resources are available to improve the workplace.
- Ergonomics Education: to explain injuries, "risk factors", and control procedures
- Looking for Injuries/Illnesses (and identifying "high-risk" jobs)
- Job Analysis: looking carefully at jobs and work methods to find hazardous "risk factors"
- Job Modification: changing jobs to reduce or eliminate the hazards ("risk factors")
- Medical Management: making sure that sick or injured workers get early, effective treatment, and making sure that workers report their injuries.

Some common job hazards and some ways ergonomics can help you:

Hazards and Body Part Affected	Examples on the Job	Possible Injuries	Possible Solution
BACK			
Materials handling	Lifting Moving heavy or awkward boxes	Muscle strain/disc injury	Reduce weight of boxes, use mechanical aids, e.g. dolly, hoist, forklift
Prolonged sitting without a foot support	Sitting for long hours at a computer or a machine	Muscle pain/strain, reduced blood circulation in the legs	Provide foot support, change job to allow movement from sitting to standing
NECK			
Working with head tilted down or up	Inspecting parts; looking at controls or a computer monitor	Neck/upper back muscle pain and spasms	Tilt inspection table towards worker, place computer monitor at eye level
SHOULDERS			
Reaching above the chest	Placing materials on high shelves, pulling material from a machine	Shoulder tendinitis, wrist/back pain	Lower shelf height, reduce machine height
Working with raised elbows	Sewing, inspection	Tendinitis, bursitis, upper back pain	Lower work table
HANDS			
Rapid turning or bending of wrists	Sewing, poultry cutting, sorting, inspecting, assembly	Carpal tunnel syndrome, tendinitis	Use tools that fit the hand, rest breaks
Bent wrists	Typing, assembly	Tendinitis, carpal tunnel syndrome, ganglions	Modify keyboard, eliminate awkward postures with better tools and assembly processes
HIPS/LEGS			
Standing in the same position for long periods	Assembly, finishing, machine operation	Reduced blood to legs, varicose veins	Provide a chair, anti-fatigue matting

(Adapted from 'Stop the Pain! A Workers Guide to Job Design' UNITE, 1995)

For more information about ergonomics, ergonomic programs, general training, or existing ergonomic concerns at your workplace, please contact the MFL Occupational Health Centre at 949-0811 or toll free 1-888-843-1229. Their web site is www.mflohc.mb.ca. Our services are available free of charge.

Source: MFL Occupational Health Centre http://www.mflohc.mb.ca/fact_sheets_folder/ergonomics.html

WORKPLACE HEALTH & SAFETY

by Diane Gagnon, RN COHN(C), Occupational Health Nurse, MFL Occupational Health Centre

Every worker in Manitoba has basic rights, protected by law, when it comes to health and safety at the workplace. As of February 2007, a new Workplace Health & Safety regulation that deals with musculoskeletal injuries is in place. Workplaces now need to identify, assess and take action to eliminate/reduce risk of musculoskeletal injury in the workplace.

Workplace Safety & Health Division **945-3446**

Toll-free in Manitoba **1-800-282-8069**

<http://www.gov.mb.ca/labour/safety/contactus.html>

Repetitive Strain Injury (RSI)

Workers in many jobs are at risk for repetitive strain injuries (RSI). Repetitive strain injury is also known as Musculoskeletal Injuries (MSI). An RSI is an injury or disorder that occurs over time as a result of repetitive, forceful or awkward body movements.

Where does RSI occur?

RSI usually occurs at the:

- Wrist
- Hand
- Shoulder
- Elbow
- Back
- Knee
- Ankle

What are some symptoms of an RSI?

- Pain
- Swelling, inflammation
- Numbness or tingling sensation
- Decreased movement of a joint
- Stiffness of body part
- Symptoms worsen with time

How does an RSI develop?

They often develop over time as a result of:

- **Repetition:** Repeated motions of a body part
- **High Force Exertion:** Lifting heavy loads
- **Contact Stress:** Repeated contact with the sharp edges of tools or work stations
- **Awkward Posture:** Maintaining awkward body positions for a long time
- **Static Posture:** Holding parts of the body in one position for a long time

What are the results of an RSI?

An RSI can damage muscles, tendons, and nerves of the neck, shoulder, forearm, hands, legs and back. Damage can also occur in other parts of the body. An RSI can cause pain, weakness, numbness or difficulty in grasping objects.

Can RSI be prevented?

The risk of developing an RSI can be lowered by reducing the risk factors present on the job, such as repetition,

high force, awkward posture, contact stress and static posture. Using ergonomics can help reduce the risk of RSIs. Ergonomics is the science that studies people and the work they do. Ergonomics helps the work fit the worker, and helps increase safety, efficiency, and avoid problems such as back pain, sore wrists and hands or sore shoulders.

Ergonomics looks at

- Design of the workstation
- Design of tools used at work
- How the work is organized
- How the work is done

How can you find out if your job might put you at risk for an RSI?

If you have a health and safety committee ask them to review this fact sheet. They may be able to identify risks and make recommendations on how to reduce the risk of developing an RSI at work. Report any pain or injury to your supervisor or employer. If you have symptoms of an RSI you should see a doctor. Tell them you think it may be work related.

For more information contact:

MFL Occupational Health Centre
PH: **949-0811** TOLL-FREE: **1-888-843-1229**
www.mflohc.mb.ca

The Centre helps workers, employers, and joint health and safety committees to improve workplace health and safety conditions and eliminate hazards. Our services are available free of charge.

Call or check our web site for other fact sheets:

- Carpal Tunnel Syndrome
- Low Back Pain



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COPING WITH UNEMPLOYMENT

When you lose your job, not only is your usual source of income gone, but also your personal work relationships, daily routine, and an important sense of purpose. Unemployment can be, and often is, a shock to your whole system. You can experience some of the same feelings and stresses that you would if you were seriously injured, going through a divorce, or mourning the loss of a loved one. You can go through some or all of the stages of grieving just as you would with any other major loss.

You will probably feel as if you are on an emotional roller-coaster. You may be shocked, angry, or deny that anything bad has happened to you. You will probably worry or feel anxious about how you are going to pay the bills. This can also make you feel frustrated and depressed. Feelings of frustration, anger, hope and excitement will all come and go while you are looking for a new job.

The roller-coaster ride can often keep going until you find a new job. If you have recently lost your job, we hope this article will help you to understand that you are not alone in your feelings and to help you cope with the difficulties of unemployment.

Why you?

Your job is a very important part of your self-esteem. When you lose your job, your self-esteem may be diminished. You may even begin to feel worthless; this is a common response.

Try to be realistic about why you lost your job. Was it something beyond your control, such as financial problems or political decisions within the company? Or were you somehow responsible?

If you decide you really were responsible for losing your job, do something to improve your job skills. There may be programs available through your local Canada Employment Centre or other community organizations. You can also check out the local library and bookstores for books on improving job skills.

What about money?

If you qualify for Employment Insurance (EI) you should apply as soon as you possibly can. There is nothing wrong about doing so.

At the same time, start thinking about how to reduce your regular living expenses. Find out about sources of low-cost entertainment, recreation, food and clothing in your community. If you have a family, everyone will need to be involved in making plans to cope with a reduced income.

Create a new daily routine

A job forms a large part of your daily schedule. When you lose your job, it is important for you to create and maintain a new routine. Your search for a new job will, no doubt, take a large part of your new schedule, but it will likely not take up all your time. Remember to maintain recreation and leisure time for yourself. Try to live as normally as you can while you are unemployed.

Reach out for support

We all need to share our burdens. When we do, problems can be put into a better perspective and can seem less difficult.

Talk to your family and friends about the problems you are facing while you are unemployed. Their caring and support can help you cope during this period. You will, no doubt, find they care about you and that you are important to them whether or not you have a job.

Remember, family and friends can also be a valuable source for suggestions and may even help you find a new job. In addition to family and friends, check out local organizations for programs designed to assist unemployed people with building their self-confidence and improving job search skills. Self-help groups may also be available in your area to help you cope with the changes in your life.

If you feel your problems are too overwhelming, talk to your family doctor about seeing a mental health professional.

Coping strategies

To help you keep your stress level down, your confidence up, and your health and relationships strong, you should develop some special strategies while you are unemployed, such as:

- Establish a daily schedule including a regular time for job search activities.
- Set daily goals that you know you can accomplish. Go for a walk, go to the library, call a friend.
- Contact the local Canada Employment Centre or other employment counselling service for information on programs in your community.
- Use your networks. Tell everyone you know what kind of work you are looking for, and ask if they know of any jobs or any companies that employ people with your skills. Your friends, relatives and acquaintances may not think of mentioning contacts to you because they don't have a clear idea of what kind of work you are looking for. Remember, many people get their jobs through "word of mouth."
- Read some books or take a workshop on stress

management techniques. Everyone is under extra stress when unemployed, and you could save yourself and your family from additional emotional strain if you learn some effective stress management skills.

- Volunteer to help someone else. Both of you will feel better.
- Keep busy and stay active outside your home. Isolating yourself at home will not get you a new job and can lead to additional mental and emotional stress.
- Reward yourself on a regular basis for your efforts.
- Before you go to bed, prepare a written plan for the next day. It will give you a reason to get up in the morning.
- **Pursue the hobby you always wanted but never seemed to have time for.**
- Check into new career opportunities or the possibility of continuing your education.
- Keep regular hours, and get regular exercise. Limit your intake of caffeine, cigarettes and alcohol. When you do get a job, you want to be in good shape for it.

Do you need more help?

Contact the Canadian Mental Health Association Winnipeg Region:

432 Ellice Avenue, Winnipeg MB R3B 1Y4

PH: 982-6100 | FAX: 982-6128 | EMAIL: office@cmhawpg.mb.ca | www.winnipeg.cmha.ca



FREE CONCERT!

A free Choral concert by the professional group CANZONA will take place on the main level at 107 Osborne Street on Saturday, January 26, 2008 at 3:00 p.m.

Everyone is Welcome!

ASK THE CAREER COUNSELLOR

by Jude Gaal, Career Counsellor of OVRC

Knowing how to deal with questions about health or disabilities can be very intimidating when you are looking for employment. Even though it is illegal for employers to ask if you have any health problems or disabilities, you will probably come across this question over the course of your working career. This question tends to arise when there is a large gap in a person's employment history. When your employment gap is due to a disability or health reasons you may choose to avoid it altogether by explaining the gap in history to other things such as:

- Taking a sabbatical
- Taking time off to deal with family issues.

If you decide to respond to an inquiry about health or disability remember that most interviewers are not specialists and might not be aware that this is an illegal interview question. **Employers** ask the question because they **want to know that you will be able to get the job done, on time and without imposing on others.** The options for replying are:

- a) Answer the question giving the employer facts about your health or disability. If you choose this option, remember that you may give a response that might work against you.
- b) Decline to respond to the question and potentially be seen as difficult or hostile by the interviewer.
- c) Focus on the interviewer's purpose for asking the question. Reassure the employer that you are able to get the job done, on time and without requiring assistance from others.

Although it's impossible to come up with every possibility that might occur at an interview, here are three different scenarios.

1. When responding to general questions regarding health concerns or disabilities:

State that you have no health concerns or disabilities, and reassure the interviewer that you are healthy and able to perform all the duties of the job.

2. If you have had health concerns that have since been resolved:

*State that you had difficulty with _____.
(identify area of difficulty)*

Briefly note the steps you took to improve the condition.

Assure the employer that you are in good health now and no longer needing any further follow up or medical assistance. End off by stating your confidence in your ability to perform all of the job duties.

3. If you have health concerns that are ongoing:

*State that you had difficulty with _____.
(identify area of difficulty)*

Briefly note the steps you took to improve the condition, and how it has improved. Inform the employer how much time you will need to take off for medical appointments.

Outline how you will make up the time taken off for appointments and reassure the employer that you will be able to do the job. Give a positive example of how you successfully handled the duties of your previous position.

End off by stating your confidence in your ability to perform all of the job duties.

Do not leave an opening for the wrong assumptions to be made. If you feel that the employer is still unsure take the initiative and let him/her know that you would be happy to provide more information.

If you are still having difficulty dealing with this question, due to your specific circumstances, book an appointment to see me for a coaching session. I'd be glad to help!

Sources: Winnipeg Free Press, Working World, Barbara Bowes, November 5, 2007
<http://www.careerlinkbc.com/interview04.html>

OVRC CLIENT'S TESTIMONIAL

by Katherine L. Nelson, Member Relations

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When I was asked if I would write a letter about my experience at the Osborne Village Resource Centre (OVRC) I was thrilled, and considered it my duty to inform other searching, seeking, frustrated job seekers that there really are caring people out there that will help you figure it all out.

I think for some people when they're unemployed they just want a job any job and think they will do anything just to be employed again. Get a grip! This is the time to plan for your future.

There are so many options out there. Maybe retraining, a total change in career or it might even just be a case of revamping your present resume to get the interviews you want in your chosen career.

My job search was going no where and I was totally frustrated. It was recommended to me that I try the OVRC. I heard some very good things about a career counsellor there, so I called the Centre and was given an appointment with Jude Gaal.

I walked in the door at OVRC and was greeted by a very friendly lady who took my information, asked me to be seated and she would let Jude know that I was there. Jude approached with a big smile and instantly I knew I was in good hands. I thought I was there for career counselling but after we talked for awhile she asked if I would consider changing my resume. I hesitated, but thought she's the professional. Jude helped me realize that I didn't need to change my career and that going back to school wasn't the first option. I had really enjoyed the last position I was in but not the environment. So with Jude's help we made my resume more detailed oriented which highlighted a lot of the skills and abilities I possessed in relation to this position.

I applied for the positions I wanted, and ended up getting a great job with a very good company and in the type of work I enjoy.

I consider myself a very lucky person to have met Jude Gaal of the OVRC and to have had her help in my job search.

I would recommend the Osborne Village Resource Centre to my daughter, my brother, my best friend or anyone else that I really cared about.

My best wishes to all you job seekers out there!



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JANUARY 2008

Public Access Hours: Monday - Wednesday: 8 AM - 4:20 PM Thursday: 12 PM - 4:20 PM Friday: 8 AM - 4:20 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Welcome Back!! Come down and enjoy free computer access with internet to do an independent job search!	Closed New Years Day! 1	Public Access 8 am - 4:20 pm 2	Public Access 12 noon - 4:20 pm 3	1:1 Tutoring Mornings 4
Public Access 8 am - 4:20 pm 7	Public Access 8 am - 4:20 pm 8	Public Access 8 am - 4:20 pm 9	Public Access 12 noon - 4:20 pm 10	1:1 Tutoring Mornings 11
Interview Skills Workshop Part 1: 9 am - 3 pm Fundamentals of PC Part 1: 5 - 7:30 pm 14	Interview Skills Workshop Part 2: 9 am - 3 pm Basic MS Word Part 1: 5 - 7:30 pm 15	Public Access 8 am - 4:20 pm 16	Closed Staff Development Day! 17	1:1 Tutoring Mornings 18
Fundamentals of PC Part 2: 5 - 7:30 pm Public Access 8 am - 4:20 pm 21	Basic MS Word Part 2: 5 - 7:30 pm Public Access 8 am - 4:20 pm 22	Public Access 8 am - 4:20 pm 23	Public Access 12 noon - 4:20 pm Afternoon 1:1 Tutoring 24	1:1 Tutoring Mornings 25
Fundamentals of PC Part 3: 5 - 7:30 pm Public Access 8 am - 4:20 pm 28	Basic MS Word Part 3: 5 - 7:30 pm Public Access 8 am - 4:20 pm 29	Public Access 8 am - 4:20 pm 30	Coverletter Workshop: 9 am - 3 pm Afternoon 1:1 Tutoring 31	Take advantage of the free upcoming pre-employment workshops including: Interview Skills, Career Planning, Job Search, Hidden Job Market

Computer Courses Offered:

Fundamentals of Personal Computers
 Basic MS Word
 Basic MS Excel
 One-on-One Internet Tutoring - 1.5 hours

Fees:

\$65.00
 \$65.00
 \$65.00
 \$15.00

In person registration & payment required to hold a spot in the class (No credit cards/cheques/interac)

OVRC reserves the right to cancel classes if minimum enrolment is not met. 48 Hours notice on cancellations is required for refund of class fees!

FEBRUARY 2008

Public Access Hours: Monday - Wednesday: 8 AM - 4:20 PM Thursday: 12 PM - 4:20 PM Friday: 8 AM - 4:20 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Is going for a Job Interview more stressful than going to the dentist? We can help! Try our Interview Skills Workshop Monday and Tuesday March 17th and 18th, 9 am – 3:00 pm				Public Access 8 am – 4:20 pm 1
Fundamentals of PC Part 4: 5 - 7:30 pm 4	Basic MS Word Part 4: 5 - 7:30 pm 5	Public Access 8 am – 4:20 pm 6	Public Access 12 noon – 4:20 pm Afternoon 1:1 Tutoring 7	Hidden Job Market Guest Presenter Marlene Roy 10:00 am to 3:00 pm 8
Interview Skills Workshop Part 1: 9 am - 3 pm Fundamentals of PC Part 5: 5 - 7:30 pm 11	Interview Skills Workshop Part 2: 9 am - 3 pm Basic MS Word Part 5: 5 - 7:30 pm 12	Public Access 8 am – 4:20 pm 13	Happy Valentines Day! 14	1:1 Tutoring Mornings 15
Closed Louis Riel Day! 18	Public Access 8 am – 4:20 pm 19	Public Access 8 am – 4:20 pm 20	Public Access 12 noon – 4:20 pm Afternoon 1:1 Tutoring 21	1:1 Tutoring Mornings 22
Basic MS Word Part 1: 5 - 7:30 pm 25	Fundamentals of PC Part 1: 5 - 7:30 pm 26	Basic MS Excel Part 1: 5 - 7:30 pm 27	Public Access 12 noon – 4:20 pm Afternoon 1:1 Tutoring 28	1:1 Tutoring Mornings 29

Computer Courses Offered:

Fundamentals of Personal Computers
 Basic MS Word
 Basic MS Excel
 One-on-One Internet Tutoring – 1.5 hours

Fees:

\$65.00
 \$65.00
 \$65.00
 \$15.00

In person registration & payment required to hold a spot in the class (No credit cards/cheques/interac)

OVRC reserves the right to cancel classes if minimum enrolment is not met. 48 Hours notice on cancellations is required for refund of class fees!

ABOUT OVRC

Do you need help preparing a resume or getting ready for a job interview?
Do you want to consult a career counsellor?

Please feel free to contact us at:

PH: (204) 989-6503 FAX: (204) 477-0903

For further information visit our web site: www.ovrc.ca

If you have any comments, questions or concerns about our services,
contact the Centre Coordinator Marg Law at marlaw@wtc.mb.ca

In Partnership With

WINNIPEG TECHNICAL COLLEGE 

ABOUT OVRC'S NEWSLETTER

In our upcoming newsletter we will be looking at immigration and work issues.

If you have an idea for an article you would like to see, or contribute to the newsletter,
or have any comments or suggestions, please contact

Alicia Franco-Espinosa, newsletter editor at (204) 989-6503 or alifra@wtc.mb.ca

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