



# Newsletter 2015

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Message From The Editor.....	1
Fall Quote .....	1
Dear Career Counsellor .....	2
Laughter Corner .....	2
Do Not Let Your Age Hold You Back.....	3
The Times They Are A Changin' .....	4
Who is ThirdQuarter?.....	5-6
Technology And The Mature Worker .....	7
Striking A Balance In Your Job Search Documents.....	8
Computer Courses At OVRC.....	9
Career And Job Preparation Workshops.....	10



**Osborne Village**  
**RESOURCE CENTRE**

1-107 OSBORNE ST. WINNIPEG, MB R3L 1Y4  
PH: 204.989.6503 FAX: 204.477.0903 TWITTER: @O\_V\_R\_C

# Message from the Editor

+ Jude Gaal

CAREER COUNSELLOR / WORKSHOP FACILITATOR

Change is in the air as summer wanes and fall takes center stage. Along with the weather, we are seeing changes in the employment landscape. Falling oil prices have created a rise in the unemployment rate in Alberta, and the debate continues about the “mature worker”. A brief sampling of articles on the internet garners very different viewpoints. For instance, in Auckland, New Zealand, mature workers are being recruited by trucking companies due to a severe shortage of qualified truck drivers.<sup>1</sup> And in the United States, Kerry Hannon, authority on career transitions for the mature worker, admits that, “[a]ge discrimination is alive and well in the workplace.”<sup>2</sup> According to Kerry, employers worry that they cannot pay a mature worker the wage they expect. Employers also worry that mature workers will not be able to:

- keep up with the pace of work
- successfully manage new technology
- work well with staff that are younger

Are these concerns insurmountable? Definitely not! That’s what this issue of OVRC’s newsletter is all about.

Centre coordinator, Keith Robinson’s article *Do Not Let Your Age Hold You Back* looks at how mature workers can address some employers’ concerns, while employment facilitator Betty Punkert’s article *Technology And The Mature Worker* focuses on the need to maintain a strong knowledge of technology. In *Who is ThirdQuarter?* career counsellor Kristina Lonstrup learns more about a job service for mature Canadians by interviewing Iris Chrol, *ThirdQuarter*’s Director of Communications. Employment facilitator John Perry shares with readers companies in Manitoba that are known for being friendly to mature workers in *The Times They Are A Changin’*, while our office administrator/employment facilitator Patti Malo provides advice on how to create job search documents that will get an employer’s attention in *Striking A Balance In Your Job Search Documents*.

As always we have our regular *Fall Quote* from our receptionist/customer service representative Judy Reckseidler, *Laughter Corner*, the latest dates for the upcoming career and job preparation workshops, the *Dear Career Counsellor* column and computer offerings for the fall.

We hope you enjoy this issue and look forward to your feedback. Drop us a line, or send us an email with questions you have for our Dear Career Counsellor column, to let us know what you would like to read in upcoming issues or to share anything else that is on your mind.

Sources:

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## QUARTERLY QUOTE



“

However difficult life may seem, there is always something you can do and succeed at.

”

Stephen Hawking

# Dear Career Counsellor

+ Kristina Lonstrup  
CAREER COUNSELLOR

Dear Career Counsellor:

A stylish new store has opened up in my neighbourhood and I would love to work there. I am a little shy to apply because I am in my late 50s and I wonder if this store would rather hire young people. Can you give me some advice so I might have a better shot at an interview?

Thank you,  
M.L., St. James

Dear M.L.,

As a career counsellor, you used one word that is music to my ears: "love". Whenever I hear a client say "I would love to work at [XYZ]", I get goosebumps! I get goosebumps because:

- As a career counsellor, I hear many clients express enthusiasm and intrigue for a WIDE variety of employers—and it's rarely the same employer!
- It makes me think of employers who are eager to meet passionate employees;
- Each of our individual professional passions creates an energetic labour market!

If you possess enthusiasm for a particular company, *you must tell them why!* It's extremely important to tell an employer how you feel about his or her company so they know they are meeting someone keen and energized. This is most definitely the reason why you submit a **cover letter** with your resume, and **the first statement on your cover letter is always a statement of enthusiasm for the organization.** It is common sense that business owners want to know who their fans are, and employers want to hire passionate employees, not employees who are only looking for a bi-weekly paycheck.

A second magic word I read was your use of the word "stylish". My question is: are you stylish? What do you mean by *stylish*? Are you creative and innovative when it comes to fashion? Interior design? Take the time to put your thoughts and sentiments into words and express why style is important to

you, and how this may influence customers you serve. Ensure that your cover letter states how and why you value style.

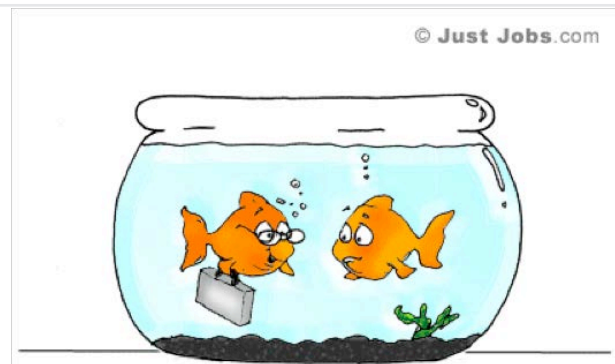
Additionally, consider your work ethics, values, and professionalism as a mature worker that sets you apart from competing candidates. Mature workers bring beneficial characteristics to a work environment such as stability, dependability, maturity, integrity, and tact. Employers value trustworthy employees who demonstrate professionalism and due diligence. You have had enough professional experience that you have already learned many aspects of appropriate workplace conduct.

Lastly, I beg you to not let your fears and perception act as a barrier to applying for dream jobs. Employers are human, too, and we all want to know who likes us.

Thank you for writing to me at Osborne Village Resource Centre, and don't forget that if you need help writing a cover letter, drop into the centre and book an appointment! Every one of our staff members at OVRC love writing cover letters and we will be so happy to see you get the job you desire.

Good luck and best wishes!

## Laughter Corner!



"When I retire, just think, all this will be yours!"



# Do Not Let Your Age Hold You Back

+ Keith Robinson

CENTRE COORDINATOR

**D**uring my twelve years as a pre-employment service provider, I have had the opportunity to see how mature workers succeed in securing employment. I have also observed how mature workers hurt their chances at securing employment and would like to share with readers a few points to consider.

**1. Body image:** We always need to remember that first appearances make lasting impressions. Imagine that you have two candidates under consideration for hire. The first candidate, Ken, clearly has the skills, however you observed during the interview that he wore out-of-date clothes and had an overall tired look about him. The second candidate, Jim, had the same qualifications and was the same age. However he had a fresh look which made him seem more vibrant and likeable than Ken. Who would you hire? I think the majority would hire Jim assuming that he would bring more energy and enthusiasm to the job. This may not be true and Ken may very well be the better candidate. But remember, as individuals we make decisions based on appearances. Rightly or wrongly, many employers will assume your skills are also out of date if your clothing and hairstyle aren't current. So make sure that part of your job search strategy includes taking care of the outer shell as well.

**2. Be confident:** This is a very important aspect to understand when you promote yourself to a future employer. Imagine yourself as an employer again. Sally, a boomer, states during her interview that she is an employee that can be counted on to be at work on time and prepared to perform her duties professionally every day. She also states that being responsible is what sets her apart from the younger generation who typically are not as committed to employers. Susan, the other boomer candidate, emphasizes her past results, accomplishments, and achievements. During the interview Susan demonstrates that she has a greater quantity and quality of achievements than any other candidate including Sally. Which one of these candidates would you hire? Clearly it would be Susan as she demonstrated her value to the company in a positive and

direct manner, without speaking negatively about others. Confident people focus on their skills and abilities, not the negative behaviour of other people. So use your experience and skills to sell yourself to employers in a positive and confident manner to get the job.

**3. Provide top quality job search documents.** To improve your chances at earning the interview, take the time to go over your resume and cover letter before sending it off. When you proofread the final copy, think like an employer. What key skills and characteristics would you want to see? Would you want to call the person in for an interview after reading the cover letter and resume?

**4. Don't give away your age.** Look at how you word your experience. Again, thinking like an employer, consider what assumptions you might make upon reading the following statement.

*My 25+ years in management would enable me to make a significant contribution in the position you're advertising.*

You may wonder if the person is up-to-date with the latest technology, or if the person is capable of working with Millennials and Generation Ys. It is human nature to make assumptions, so it's probably best stick to expressions such as "significant experience" or "extensive experience". To give yourself the best chance at getting an interview remember to only go back 10 or 15 years, at the most, in your work history. This will increase the chances of the employer meeting you—a vibrant, skilled and experienced individual eager to work for their organization. To further avoid the potential for age discrimination, another resume strategy is to leave off graduation dates in the Education section if they show your age.

**4. Use your network.** As a mature worker you have had the opportunity to gain contacts and network in your field of expertise. Networking is the best way to find those hidden job positions. People in your network are more likely to make the opening introduction to the potential employer for you. Why? Because you have relationships with them, and they trust the product—you—that they are introducing to an employer. Not only will an introduction to an employer from a friend increase your credibility with an employer, you will also feel a lot more confident going into an interview. So do continue to maintain and develop your network and use your network to help you access 80% of the jobs—the hidden job market.

In closing always remember you are an asset! Having successfully managed difficult situations, different work environments and different teams, you can apply this knowledge and experience to help a company meet its goals. I wish you a successful journey in your job search. You have the skills—now go out there and show it!



# The Times They Are A Changing

+ John Perry

EMPLOYMENT FACILITATOR

As people live longer the traditional concept of retirement is changing. Mature workers in Canada are deciding to stay in the workforce past the typical retirement age of 65. Some people stay in the workforce because they have to and others because they want to. Regardless of why people are working longer Canadian employers must realize a mature workers value. Richard Yerema, managing editor, of the project **Canada's Top 100 Employers** shares with Nicole Middlemiss in her article *Top Employers for Canadians Over 40 Announced*, for HRM Online, that the criteria for assessing employers included whether they:

1. offer interesting programs designed to assist older workers
2. actively recruit new workers aged 40 and over
3. take into account the unique concerns of older workers in their HR policies

4. offer a pension plan with reasonable employer contributions
5. assist older employees with retirement and succession planning
6. create opportunities for retirees to stay socially connected to former co-workers
7. extend health coverage and similar benefits to employees after retirement
8. offer programs such as mentorship or phased-in retirement

Taking this criteria into consideration 15 Canadian companies were deemed as the "best catering to the over 40s employee market in 2015." Of those 15, some are located right here in Manitoba. They are:

- CIBC
- Department of Finance Canada
- Desjardins Group / Mouvement des caisses Desjardins
- EllisDon Corporation
- Enbridge Inc.
- Manitoba Hydro
- TD Bank Group

For a detailed list of all the companies on the list check out the article online at [www.hrmonline.ca/hr-news/top-employers-for-canadians-over-40-announced-190249.aspx](http://www.hrmonline.ca/hr-news/top-employers-for-canadians-over-40-announced-190249.aspx).



# Who is ThirdQuarter?

+ Kristina Lonstrup  
CAREER COUNSELLOR

**T**hirdQuarter is a job service for mature Canadians with an office located here in Winnipeg. OVRC career counsellor Kristina Lonstrup interviewed Iris Chrol, Director of Communications for ThirdQuarter, to learn more about services, concerns, and prospects for mature workers in Winnipeg.

## **KL: To get started, can you give me a background of what services Third Quarter provides?**

IC: ThirdQuarter, a signature program of Skills Connect Inc., is a national, non-profit organization specializing in recruitment services, transition coaching, coaching education, executive search, team building and candidate assessment. There is no charge to candidates looking to register with ThirdQuarter.

Using an essential, skills-based matching system, Third Quarter's results-oriented team of recruitment professionals links experienced applicants with the skills companies require for the diverse positions they need to fill. Job categories include finance and administration, sales and service, business and professional, supervisory, technical and other skilled positions. Depending on the needs of the companies, positions may be full-time, part-time, contract, casual, seasonal or volunteer.

## **KL: What is ThirdQuarter's vision?**

IC: As part of our Hire Experience workplace program we promote the many skills, talents and multi-faceted abilities of experienced workers. Our vision is to be the premier job service for mature Canadians by successfully and consistently meeting the needs and expectations of our candidates, companies and partners.

## **KL: What are the most common concerns you hear from clients?**

IC: Our candidates are concerned about finding employment, some feel their age and experience work against them in the job market.

Projecting a positive and self-confident impression can be difficult when your self-esteem has been battered. Losing your job in the 'third quarter' of life creates a new set of worries and stresses: fear of losing your home, paying your

bills, and providing for your family. Combine those stresses with the reality of applying for job after job and never hearing back and that can further erode self-esteem and confidence. It becomes a catch-22.

Others feel a sense of frustration when they send out resumes and do not receive any response from the company hiring. There's a lack of human connection.

## **KL: What is the most common misconception among mature workers?**

IC: We define experienced workers as people aged 45 and over. Many qualified and skilled people in this demographic lose their jobs or are being overlooked for positions because of stereotypes — those widespread presumptions that age equals decline which equals inability. Those presumptions are the fundamental basis of discrimination. ThirdQuarter is changing the perception of workers over age 45. It starts with how we refer to people in this demographic. They are: experienced, mature, boomers, zoomers and seasoned. They are not: old, elderly or frail, and they do not like to be referred to as seniors.

ThirdQuarter candidates can fill skills gaps, provide leadership, and help with succession and training strategies. They are more than just job-ready but act as mentors for other staff and new Canadians.

Many are willing to relocate to get that dream job. Some are looking for part time as well as full time positions.

## **KL: What is the most common misconception employers have about mature workers?**

IC: It is critical that companies and recruiters change their view on age. Older workers are often bypassed in favour of younger candidates during recruitment, often because of their age and misconceptions about age.

Rather than perpetuate the misconceptions, let's focus on the characteristics of this vital group of people.

- Experience: They have a lifetime of career ups and downs. They know how to find less costly, more streamlined strategies that ultimately lead to better outcomes.

*In economies where knowledge rules, the experience of older workers gains value.*

- Perspective: Their life and work experience allow 'third quarter' workers to make critical and innovative decisions.
- Adaptability: They have experienced more change in the workplace than any previous generation (global markets, technological advances and social media connectedness). They know how to adapt and thrive in changing times.
- Responsibility: They are professional, have a strong work ethic and are willing to share ideas.
- Commitment: They understand the need for arriving on time, regular attendance and conforming to company guidelines.
- Tangible and intangible transferrable skills.
- Leadership skills: They are positive role models and lead by example.

**KL: How do you feel age discrimination impacts the labour market?**

IC: Businesses have been slow to plan for the aging of the population. Delay won't be an option for much longer. As labour markets tighten, companies need to take prompt action to utilize this under-employed demographic and ultimately turn a bad situation into a competitive advantage. In economies where knowledge rules, the experience of older workers gains value.

It is not about hiring one group over another; it is about creating and embracing diversity, both in age and experience.

The composition of today's workplace requires organizations to look beyond traditional leadership and management practices. Organizations are being challenged to react, adapt and lead on an ever-changing internal and external stage. It is about finding the right fit for the position, employee and organization.

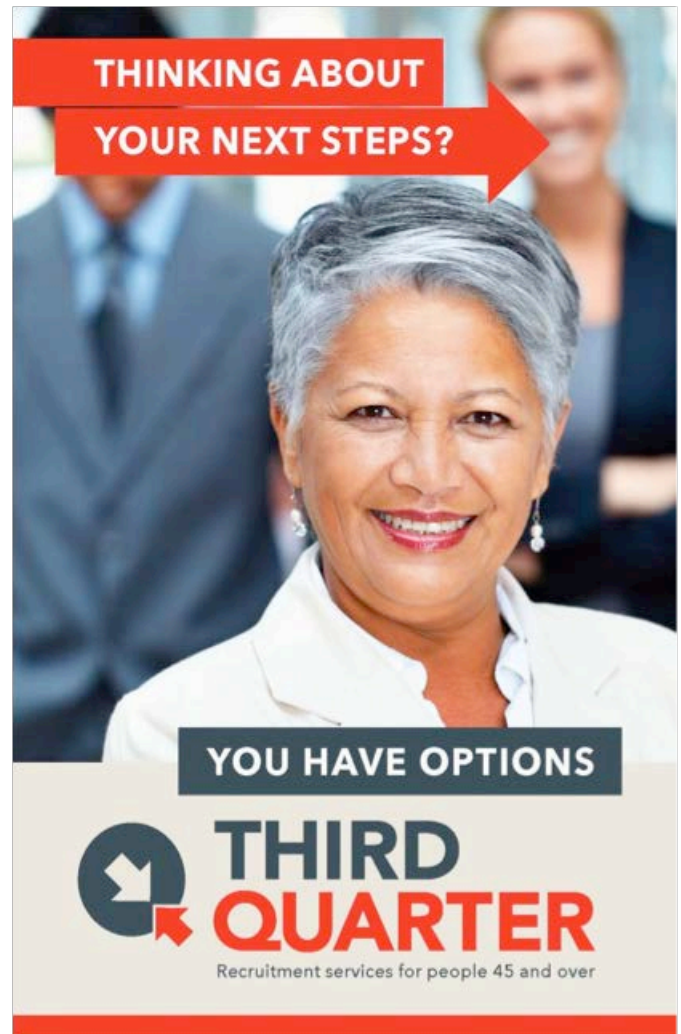
Successful organizations and their leaders understand the importance of building a team that is diverse in age, skills, cultures, ideas and abilities. Greater diversity results in more solutions to problems, a greater variety of viewpoints and effective execution of ideas. The essence of wisdom is realized from the combination of perspective and experience.

**KL: How has technology impacted mature workers?**

IC: Regardless of age, people accept and adapt to technology at different times, depending on their needs and the benefits offered. Continuing education or online tutorials are a great way to keep current with the technological changes in your industry/profession.

**KL: How do you connect to clients and potential employers?**

IC: Once a candidate has registered with ThirdQuarter, their resume and profile become part of our secure candidate database. At ThirdQuarter, every new applicant's resume



is reviewed by a recruitment advisor who then calls the applicant for further clarification or to make suggestions. Based on these conversations, advisors add details and information to the candidate profile.

We connect with candidates and companies at job fairs, trade shows, conferences and other special events. We are active on social media including LinkedIn, Twitter and Facebook.

**KL: What other organizations do you work closely with?**

IC: Skills Connect Inc., started in 2010 as an initiative of the Manitoba Chambers of Commerce. Among our many partners and collaborations we work with chambers of commerce across Canada, Manitoba Start, CARP, ZoomerMedia, The Chang School of Continuing Education at Ryerson, and OneSmartWorld.

*For more information on ThirdQuarter: visit the website at [www.thirdquarter.ca](http://www.thirdquarter.ca), call Dorothy Thach, Director, Recruitment Services at (204) 272-4011, or email her at [dorothy.thach@thirdquarter.ca](mailto:dorothy.thach@thirdquarter.ca).*



# Technology and the Mature Worker: Just Do It

+ *Betty Punkert*

EMPLOYMENT FACILITATOR / COMPUTER INSTRUCTOR

One of the biggest challenges to having the job you want instead of the job you can get is technology skills. All the experience in the world won't help you one bit if you don't know how to use the technology and tools that you're going to encounter in the workplace. Today, this isn't just Windows and Microsoft Office. Mechanics need to be able to use computerized troubleshooting equipment and know how to safely handle high voltages in new electronic vehicles. Truckers have to be able to use in-cab trip computers to digitally log their travels and mileage. Merchandisers have to be able to use barcode scanners and touchscreen tablets to monitor inventory. Medical professionals and paraprofessionals such as massage therapists frequently use digital booking systems and specialized software. Construction foremen have to be able to print their Bill of Materials from SAP. Shippers and receivers have to use specialized applications such as Pitney Bowes' Ascent. Secretaries may need to troubleshoot programmable photocopiers with network capabilities. Serving professionals need to record customer orders on specialized touchscreen interfaces and use wireless point of sale systems.

Of course, if you're in an office, a respectable command of Microsoft Word and e-mail is an absolute essential. Nobody types anything on a typewriter anymore; letters, memos, invoices and reports are all handled in Microsoft Word. E-mail is how the business world communicates. You need to know how to send e-mail, reply, attach files, and save attachments to be successful. If you also have some familiarity with Microsoft Excel, that will help. Microsoft Excel is also used extensively in accounting, construction and inventory work to track supplies and resources.

*These are different times, with different technology. You don't get to opt out if you want to get ahead. As the infamous Yoda says, "Do or do not, there is no try."*

If you don't have a command of the technology that is in that industry, or you didn't keep current on your knowledge through lifelong learning, you're going to struggle finding work—even if you do have the experience to understand the job. Being able to repair a 1957 Ford Mustang won't help you much when someone drives a 2015 Chevrolet Volt into the shop. These are different times, with different technology. You don't get to opt out if you want to get ahead. As the infamous Yoda says, "Do or do not, there is no try."

How do you rise up to meet this challenge? By finding a class that meets your needs. There are many organizations that offer computer courses, including OVRC (for more information on our upcoming classes, see the calendar at the back). Classes at OVRC tend to err on the side of being lighthearted and low stress, and we've been told by many clients that we're very accessible and patient. There are some things we don't teach, such as keyboarding and how to use smartphones, but we can direct you to other places that offer that.

If it's not computers, but industry specific hardware, such as how to use a diagnostics scanner in the automotive industry, that you need help with, you may need to take a refresher course through a training provider such as Red River College or the Manitoba Institute of Trades and Technology. If you are in a trade, contact your trade organization or union to see if they may offer these kinds of courses or know where you can find the technical training you need.

Many of the mature workers I meet with feel that their age is why they are not being hired. On further discussion, we generally discover that it is not their age, but rather their lack of current technology skills that is keeping them from the jobs they want. As a potential employee, it is your responsibility to know where your knowledge gaps are and work to fill them. Employers don't want to hire someone who will spend six months limping along in the job because they don't know how to use the technology required to be effective, no matter how much experience you have.

Technology is a part of life and work these days, and as a mature worker, you need to keep up with the market if you want to stay competitive. So get out there and learn something new!



# Striking a Balance in Your Job Search Documents

+ Patti Malo

EMPLOYMENT FACILITATOR / OFFICE ADMINISTRATOR

Here at Osborne Village Resource Centre we have the pleasure of working with people of all ages. One thing I have noticed is that although mature workers (typically people over the age of 50) have accumulated a lengthy work history, achieved many accomplishments and developed a variety of skill sets that is not reflected in their resumes. That's what motivated me to write this article. My goal is to help mature workers best reflect their experience, skills, abilities and accomplishments on all of the job search documents they create.

The objective for creating job search documents is to paint a picture of the job applicant doing the job in a prospective employer's mind. To do this a job seeker needs to focus on concrete and measurable accomplishments along with a set of targeted skills articulating what you do well. Resume writer JoAnn Nix recently gave this advice in an interview on guru.com: "A common mistake made by job seekers is listing their responsibilities; employers are not interested in your responsibilities as they already know the general responsibilities of a position. They don't want to know what you do day to day. They want to know that you can get things done, how do you contribute to the organization, how you show initiative, that you can be a key player. This is what they are looking for." Often mature workers haven't written a resume in years and the task can be quite the challenge. To help mature workers make better choices of what to include when creating job search documents it is important to know the meaning of some important terms.

It can be hard to differentiate between duties, responsibilities, skills sets and a skill. To minimize confusion I will define these terms so they can be used to their full advantage. A duty is an action or task required by a person's position or occupation.<sup>1</sup> An example of this would be answering the phone at the front desk and forwarding calls. A responsibility is defined as the work that needs to be performed in the role and the duties an employee in the job will be accountable for.<sup>2</sup> Being in charge of the computer network of the office is an example of a responsibility. A skill is the ability, coming from one's knowledge, practice, aptitude, etc., to do something



well.<sup>3</sup> You could say, "Carpentry is one of my many skills." A skill set is defined as a particular category of skills necessary to do a job.<sup>4</sup> Examples of specific skill sets include: human relations, research and planning, leadership, management and computer skills. An accomplishment is something done, achieved, or accomplished successfully.<sup>5</sup> Being recognized for improving customer service illustrates an accomplishment. Knowing the difference between all these terms will help a mature worker to determine what information should be included in job search documents.

Lastly, while it is important as a mature worker to accurately demonstrate your ability to do a job, it is vital that you strike a "balance" when utilizing accomplishments in your job search documents. Don't go overboard with too many accomplishments which can look over exaggerated. As the saying goes "too much of anything is well—too much." You may end up sounding over qualified and losing an opportunity. Accomplishments are best used only when relevant to the position being sought, and with "balance" so as to not oversell yourself or overwhelm the employer. Mature workers have a vast amount of experience to offer an employer they just need to make sure they are showcasing them in the most effective way to a potential employer.

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# Computer Courses at OVRC

Call the Osborne Village Resource Centre at 204.989.6503 to register!

**All computer classes are located at the Osborne Village Resource Centre,  
2nd Floor, 107 Osborne Street.**

## Fundamentals of Personal Computing

Tues: September 15, 22, 29, October 6, 20 9 – 11:30 am

Tues: October 27, November 3, 10, 17, 24 9 – 11:30 am

5 – 2.5 hour sessions (one night a week)

In person registration required, \$70 (cash only)

- Become proficient using the mouse
- Become familiar with Windows and its terminology
- Learn basic editing and formatting functions
- Learn how to surf the world wide web
- Set up and learn how to use a free email account



## Basic Microsoft Word

Mondays: October 26, November 2, 9, 16, 23

5 – 7:30 pm

5 – 2.5 hour sessions (one night a week)

In person registration required, \$70 (cash only).

Prerequisite: Fundamentals of  
Personal Computing

- Learn how to manage your files in Windows
- Become familiar with the components of the MS Word Window
- Review various techniques for selecting text: one word, one sentence, paragraphs, all text with single, double and triple click
- Learn intermediate formatting techniques: customizing bullets & numbering, borders and shading, fonts, indenting, cut, copy & paste
- Word with headers and footers, page numbers, tabs, tables, clip art and word art
- Learn to proof your document: page set-up, spell check, show/hide, print preview
- Word with multiple windows
- Learn the basics of the mail merge function
- Become familiar with ribbons and tabs

## Basic Microsoft Excel

Mondays: September 14, 21, 28, Oct 5, 19

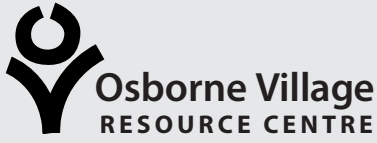
5 – 7:30 pm

5 – 2.5 hour sessions (one night a week)

In person registration required, \$70 (cash only)

Prerequisite: Basic Microsoft Word

- Become familiar with the components of the Excel window
- Become familiar with the various mouse pointers in Excel
- Learn Spreadsheet terminology: books, worksheets, cells, columns, rows, and ranges
- Learn how to enter and edit text within a cell and apply formatting options
- Work with ranges and range names
- Work with basic formulas and simple calculations
- Learn how to proof your Excel spreadsheets: page set-up, set margins, paper orientation & page breaks, spell check, show/hide, print preview
- Learn the basics of Charting
- Work with multiple spreadsheets
- Link Excel spreadsheet into a Word document
- Become familiar with ribbons and tabs



# Career And Job Preparation

Call the Osborne Village Resource Centre at 204.989.6503 to register!

**All career and job preparation classes are located at the Osborne Village Resource Centre, 2nd Floor, 107 Osborne Street.**

## Ace That Interview Workshop!

*Wed. Sept 9, Thurs. Sept. 10 8:30 – 3:30 pm*

*Wed. Oct. 14, Thurs. Oct 15 8:30 – 3:30 pm*

*Wed. Nov. 18, Thurs. Nov. 19 8:30 – 3:30 pm*

Get the skills and confidence to ace your next interview. This two day workshop will cover the following topics:

- How to make a great first impression
- How to identify questions employers will ask
- Confidently responding to all types of interview questions
- How to turn a negative situation into a positive outcome

You will have the chance to put learnt skills into practice, by rehearsing your responses in mock interviews, getting feedback from the workshop participants.

## Targeted Job Search Workshop

*Fridays, Sept. 25, Oct. 23, Nov. 20 8:30 – 12 noon*

If you are still spending time applying for jobs on the job bank, you are missing out on most of the available jobs. This workshop will give you the tools for a more effective job search. Learn how to target specific jobs with organizations that you would like to work for.

Topics covered include:

- Why employers don't advertise and how to use this to your advantage
- Self-assessment of your top qualities
- How to research hidden jobs
- Presentation skills and marketing
- How to use social networking in your job search

## Living In Your Job Search Workshop

*Thursday, September 17 8:30 – 12 noon*

*Thursday, October 22 8:30 – 12 noon*

*Thursday, November 12 8:30 – 12 noon*

## Keys to Employment Success Workshop

*Mondays, September 14, October 19, November 2, November 16, November 30 8:30 – 12 noon*

This workshop will give you an action plan for all your job searching needs. Included:

- Orientation of services
- Individualized action plan
- Take home Road Map/Note Book
- One-to-one feedback and advice

In response to the need for our clients to have a game plan for their job search, we have created an action planning session to inform, assess and give one-to-one feedback to our clients.

## The Next Chapter Workshop

*Wed. Oct 28 & Thurs. Oct. 29 8:30 – 12 noon*

*Thurs. Nov. 26 & Friday Nov. 27 8:30 – 12 noon*

Are you still looking to find your perfect career, where you will feel fulfilled and most productive? This workshop gives you the tools to:

- Do a self-assessment which includes: Values, skills, attributes/strengths and interests/ hobbies
- Do a work assessment which includes:
- Your last three jobs (if applicable) and the work activities you enjoy
- Work preference, work activities, occupational interests, work/volunteer experience
- Research careers with Career Cruising
- Assess the sustainability of a career using all your assessments

Has the job search got you feeling down? In this workshop you will:

- Become aware of how negativity affects your life
- Learn three simple ways to amplify your positivity

You will also go home with a toolkit filled with positivity tools that you can use right away to amplify your positivity!

# About OVRC

Do you need help preparing a resume or getting ready for a job interview?

Do you need help preparing a cover letter?

Do you want to consult a career counsellor?

*Call Judy, our client services representative at OVRC and schedule an appointment for any of the free services that we provide.*

CONTACT US AT:

PH: 204.989.6503 FAX: 204.477.0903 TWITTER: @O\_V\_R\_C

For further information visit our web site: [www.ovrc.ca](http://www.ovrc.ca)

If you have any comments, questions or concerns about our services, contact the centre coordinator Keith Robinson at [keith.robinson@mitt.ca](mailto:keith.robinson@mitt.ca)

IN PARTNERSHIP WITH



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## About OVRC's Newsletter

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:

newsletter editor Jude Gaal, at 204.989.6503 or [jude.gaal@mitt.ca](mailto:jude.gaal@mitt.ca)

*Newsletter design and layout by our volunteer Kristin McPherson*



**Osborne Village  
RESOURCE CENTRE**

1-107 OSBORNE ST. WINNIPEG, MB R3L 1Y4

PH: 204.989.6503 FAX: 204.477.0903 TWITTER: @O\_V\_R\_C