



WINTER 2011-2012 NEWSLETTER

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Osborne Village
RESOURCE CENTRE

A MESSAGE FROM THE EDITOR!

By Patti Malo

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Wow! There are so many changes to tell you about. The Centre is currently in transition both in terms of staffing and this newsletter. Marg Law our long time Centre Coordinator retired at the end of September. I would like to take this opportunity to thank Marg for all her hard work over the years and fearless leadership. The entire staff wishes Marg and her husband Brian the best in their new country home, yes we are all still jealous that they will be spending two months in Mexico this winter. Marg's replacement is our very own Keith Robinson, who has worked as an Employment Facilitator/Computer Instructor for the last eight years. I am confident that the Centre will continue on its path in the capable hands of Mr. Keith.

We are excited to tell you that Gursharn Wander has taken a teaching position with Winnipeg Technical College. We are sorry to see him go but are happy in the fact that he will still be connected to the Centre because of our partnership with WTC. In his place we have hired a new staff member, Dean Schofield, coming over from WTC, who is now working as an Employment Facilitator/Computer Instructor.

Congratulations to Jude Gaal, one of our Career Counsellors who has gone back to university full time. Thankfully, Jude remains with the Centre on a part time basis. We are very happy that Kristina Lonstrup, formerly of Herzing Career College has taken on the role of Career Counsellor in Jude's place.

John Perry, who had done a work practicum at the Centre in 2010 is back to replace Keith as an Employment Facilitator.

Congratulations on your promotion Keith and again welcome aboard to Dean, Kristina and John! Look for new staff pictures and profiles on our website at www.ovrc.ca.

Another change is the new format of OVRC's newsletter; it will be much shorter but still have articles related to employment as well as information on what is taking place at the Centre.



For this issue we decided to write about the internet and the vast impact this technology has had on people who are looking for work, for as Marg's article states *The Times They Are a Changin!* For some time now our Career Counsellors and Employment Facilitators have been educating clients about how important it is to network and now even more so now that there is "social networking" over the internet. We have included an article about the success of "traditional networking" as opposed to "social networking", which I believe readers will find interesting!! Now more and more, because of the internet, job hunters will need to learn to network online and promote themselves professionally to prospective employers.

The final piece of news I would like to tell you about is that I will be handing over the editorial duties for the newsletter to my capable colleague Sandy Hudson who is one of our Career Counsellors here at the Centre. Sandy has many years' experience as a newsletter editor and I am confident she will do an outstanding job with this newsletter!

I would like all the readers to know that I have enjoyed working on the OVRC newsletter for the last two and a half years. I have learned a lot about the kind of effort it takes to put a newsletter together and enjoyed the many aspects of organizing, recruiting, and interviewing. I have a new found respect for editors everywhere!

A FOND GOODBYE

By Marg Law

It doesn't seem possible that fifteen years has gone by since I started working here at Osborne Village Resource Centre. I started working at OVRC as the Centre's first Career Counsellor in 1996. The Centre was located at the corner of River and Osborne and due to lack of space, I shared an office with one of my colleagues. When I met with individuals for Career Counselling, my co-worker had to leave our office until they built him an office out of the broom closet off the kitchen.

In 2001, I was asked to take the position of Centre Coordinator and we also moved into our present location at 107 Osborne. The move was great as it enabled all staff to have their own offices (no one was in a broom closet) and offered a large central room for our public access computers.

People who know me well have often commented on my longevity with Osborne Village Resource Centre because I was known to only stay in a work environment for three years before I would get bored and move on to a different job that would be challenging and new. These people have asked me what it was that kept me working for this not-for-profit agency so long. I always tell them it is the people we serve that kept me here and made my job so very enjoyable. As I worked with individuals either counseling them or assisting them with their resumes and cover letters, I never grew tired listening to their life stories and work histories. I had the privilege of meeting people from all over the world, people from all cultures, economic backgrounds and educational backgrounds. I met people who had faced challenges, often life threatening, that I could hardly conceive of. I found myself constantly realizing how fortunate I was to live in a country such as Canada and how privileged my life has been to-date. I found I was always looking forward to meeting the next person who would walk

through our doors with their fascinating story.

I have also enjoyed my time at Osborne Village Resource Centre because I have worked with some amazing staff over the years. The people who have worked at OVRC have been some of the most dedicated, capable, creative, compassionate, funny people I have ever worked with. It has been a real joy to work with a team of people who truly love working here.

When I leave Osborne Village Resource Centre on September 29th, I will have a life time of memories to take with me. While I'm gardening on my farm or painting one of my water colors, I am sure those memories will put a smile on my face. I wish all the best to the staff of OVRC and the people who use the Centre's services. This is a very special place!



ASK THE CAREER COUNSELLOR

By Jude Gaal

Life can be bittersweet. Sometimes in order to experience something new we have to let go of something old. It is with great excitement that I begin my full-time university studies and completion of my bachelor's degree. Yet it is with great sorrow that I leave my home away from home, Osborne Village Resource Centre. Working here at OVRC for the past four years has been such a wonderful experience. Everyone at OVRC shares my belief that "people have a right to a job they enjoy." This is not thought of as frivolous or foolish—in fact, it is considered to be vital for the health of employees, employers, and the economy. OVRC has given me the opportunity to create workshops and resource materials to help our clients find employment that is a good fit for their ideal job. Working with staff has helped me learn and grow as a Career Counselor and as an individual.

I would like to thank all of the clients I have worked with in my role as a Career Counselor. It takes a very courageous person to set out on a journey away from shore, and head out to deep waters, knowing there will be times when there is no sight of land ahead. It takes strength and determination to live with uncertainty while remaining open to new ideas and ways of approaching things. I have been humbled by the candid, honest sharing of stories and dreams that my clients have entrusted me with. Each client has helped me to grow and further strengthen my resolve to be a support for anyone going through a transition in life.

I would also like to thank all of the clients I have come to know while on the floor. With your support and patience I have developed my computer skills, and can now re-format even the most stubborn resume templates pulled from the internet. Thank you also for sharing news about jobs, resources, movies, food, and life. It has come in very handy over the years. It's always been the highlight of my day when you have called to



let us know that you have found employment and are really happy in your new job.

And finally, thank you to everyone I have spoken with over the years in the various not-for-profit organizations, businesses, government departments, educational institutions and associations. Your assistance in providing me with information needed for me to be better at my job has been greatly appreciated.

While attending university I am happy to report that I will continue to help clients on the floor in a part-time capacity two afternoons a week, and with evening classes and workshops. I look forward to helping people with their job search and learning more!

TIMES, THEY ARE A-CHANGIN'

By Marg Law



Let's be honest – job searching is not what it was 10, 15, or even two years ago. Despite what's going on in the economy, job seekers are bombarded with changes in technology, social networking sites, virtual career fairs, advice blogs and more. The Internet has indeed added a whole new dimension to the job search.

It has changed the job search and created many opportunities for job seekers to showcase their expertise. Employers also have easier access to qualified candidates.

Increasingly, recruiters are using tools such as Twitter, Facebook and LinkedIn to identify candidates. If you're serious about your job search, you need to set up complete, professional profiles and get connected to opportunities.

The internet is a handy tool for doing research on companies, careers and seeing what jobs are available out there, but it can also eat up a lot of your time and yield no results.

www.careerbuilder.com/Article/CB-1217-Job-Search-Strategies-Its-Been-10-Years-Since-My-Last-Job-Search

"Only 10-20 % of jobs get published on job boards or classified ads, and the remaining 80% remain unpublished. This large chunk of available jobs known as the "hidden job market" is only accessible to those within the network of these companies. Given the steep costs of advertising most companies only use this channel as a last resort."

This is why networking with individuals, using tools such as social network sites, volunteering and requesting informational interviews with potential employers are so very vital as job search strategies in today's labour market.

Effective Job Hunting Strategies Named for 2011 Job Search Professional job hunter Chris Pires (PRWEB) December 16, 2010

"You only want one job – so why waste your time applying for hundreds?"

Put your energy and time into applying to companies you really want to work for." Sandy Hudson, Career Counsellor, OVRC

NETWORKING WORKED FOR ME!

By Marg Law

Looking back at my 40+ years of employment history, I realized that throughout my career, I was able to establish an excellent network of employers, co-workers, friends and family that were instrumental in helping me find some wonderful jobs. Hal, the Camp Director who hired me as a Camp Counsellor when I was 17 years old later hired me again 12 years later to Co-ordinate the YMCA's International Development project with Uruguay and Guatemala. One of my Camp supervisors contacted me to tell me he had been told that a school that he had just had in his outdoor education program was looking for a Drama Teacher and I should head down to the school and apply. I did and got the job.

While teaching at the school, I formed a friendship with another teacher. We both eventually moved on to other challenges. Twice when I had left a job, I phoned Jane to tell her I was looking for work and both times I got a call from her a few months later telling me about jobs she knew of from past and present colleagues that I should apply to. I did so and both times was hired for the positions.

Two days after I left my position with Child and Family Services, I received a phone call from the first supervisor I had worked for with that organization. Gail had left and was now the Executive Director of a non-profit agency. Gail had heard through the grapevine that I had resigned my position and asked if I would consider working for her at the agency she now directed. I was ecstatic and spent another three years working under her wonderful direction.

Looking back at the employment opportunities I have I realize that it is vital that one does not burn any bridges when you leave a job. You never know when your previous boss or colleague might be the person who will find you a great employment opportunity or want to hire you again for another challenging position.

I also realized how important it is to get the word out to people when you are looking for work and ask them to keep an eye and ear open for job opportunities. I have a real "phone phobia", (I hate talking on the phone) but when I started my job search, I always picked that phone up and phoned everyone I could think of that might be a good contact for a potential job find. It always paid off.

"It's vital that one doesn't burn any bridges when you leave a job ..."



ARE THERE ONLY THREE DEGREES OF SEPARATION IN WINNIPEG?

By Sandy Hudson

Back in the UK, I had 10 years of Employment Counseling under my belt and had connections with professionals in every field of social services, education and health. I could get a free speaker on any subject for my return to work group and did so every week for 10 years. But could I help my participants get a job through my network? No I couldn't! To not advertise a job in Britain is frowned upon, not to mention, illegal.

When I moved to Winnipeg five years ago, it took me quite a while to get my head around networking for job search. It took me even longer to be able to promote networking to the point where my clients feel at ease using the skills. Now, I am developing a strong network again. This time I am able to promote networking to clients as a way to get the job they want.

As an immigrant myself, I know it can be pretty daunting coming from out of province or out of the country and trying to compete with Winnipeg's three degrees of separation. I developed a monthly Targeted Job Search Workshop to help clients develop networking and job search skills. I thought I would compile my top ten list of networking tips to help people through the minefield of networking in our small-town city.

1. Firstly, focus on what you want, it makes it much easier to promote yourself
2. Networking can be done anywhere and with anyone, don't forget your hairdresser, church and the people you see regularly at bus stops
3. Don't be too ashamed to tell people you are out of work; you may be surprised at the helpful advice and contacts you are given
4. Create calling cards to give to family members and friends, usually they don't know the professional you, but are excellent contacts

5. If you don't jump for joy whenever you go to speak to someone new, consider joining Toastmasters to build your confidence and practice your skills
6. Think of this as an opportunity to discover where you really want to work and what you would really like to do – see a career counselor if you are not sure
7. Undertake some informational interviews to get the low-down on occupational fields and employers, who is hot and who is not
8. Use social networking sites to your advantage – join LinkedIn and use your Face book account to gather networking contacts
9. When you speak to a helpful person, ask them if they know another that you can talk to, people love to give out contacts in this city!
10. Attend one of our free monthly Targeted Job Search Workshops

Our Targeted Job Search workshops are held once a month, Sept-June on a Thursday morning. Register as early as possible, as this workshop is very popular and space is limited.



WE HAVE A WINNER!!

By Patti Malo



The Centre decided to put on a Contest for clients between June and September this year! It was simple, when a client found a job all they needed to do was tell us what they did differently in obtaining their new job. They could win a \$25.00 gift card from Tim Hortons! I am happy to tell you that we received a call from Earl who got a job after using our Centre and he gave the following statement:



Shown Here Earl, Contest Winner, enjoying his new job at ICI Paints

"I did a skill based resume with Gary which was a much more professional resume. Then I went around to all the places I had previously submitted my resume, with no leads, and dropped off my new resume. I received four different calls from employers. I followed up on the one that I had previous experience with, which resulted in a full time position. I feel the skill resume was the difference."

Sandy Hudson, Career Counsellor, went to Earl's place of work at ICI Paints and took a picture of him at his new job! Congratulations Earl and enjoy your Timmys!!

Listed below are some other clients who have obtained employment in the recent months and, according to them, what helped them get the the job.

Maurice - Real Life Networking

"I spoke with a friend of mine who gave me a lead for a job. I then went down to the place to check things out and I was hired immediately. Due to networking with friends I

then was able to secure a job in Demolition."

Colin - Professional Networking

"Toastmasters can help you to speak more effectively and listen more effectively. It builds your confidence with interacting with others. It is fun and very social and there are contests for speaking as well."

Here at the Centre, the staff are always promoting volunteer work. People volunteer either to fulfill a passion they have, gain valuable experience or to give back to their community. The following is an excellent example for the reasons why people should volunteer when they are looking for a job or to change jobs:

Theresa - Volunteering

"My name is Theresa; I would have to say that the way I obtained my current job with Winnipeg Harvest Inc. was first; reconnecting with several people I know who work at Harvest and just a lot of chatting about our lives. I also was volunteering at the time. Secondly, one of the people I was talking to said she would keep her eyes and ears open if anything came her way.

Then voila! One morning I was working in the warehouse at Harvest and I was approached and told of an upcoming job soon to be posted. The next day I came in early got the info then went down to OVRC and wrote my cover letter, tweaked my resume and returned to Winnipeg Harvest an hour and half later and submitted my job application."

"Today I am employed at Winnipeg Harvest as an Agency Delivery Driver."

Lori - Skill-based resume

"I was lost with my job search until I came here and met with the team – especially Jude and Ozzie. Jude's help with my cover letters and resume they were exceptional. She was able to help me look at my skills in so many ways. I feel if I didn't come here, I would be very lost and frustrated."



Call the Osborne Village Resource Centre at 989-6503 to register!

Fundamentals of Personal Computing

January 23, 30 / February 06, 13, 20, 2012
February 27 / March 05, 12, 19, 26, 2012
February 28 / March 06, 13, 20, 27, 2012
5 pm - 7:30 pm, 5 - 2.5 hour sessions (one night a week)
In person registration required, \$70.00 (cash only)

- Become proficient using the mouse
- Become familiar with Windows XP 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

November 08, 15, 22, 29 / December 06, 2011,
5 - 7:30 pm, 5 - 2.5 hour sessions (one night a week)
In person registration required, \$70.00 (cash only)

Prerequisite: Fundamentals of Personal Computing

- Learn how to manage your files in Windows XP
- 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

Basic Microsoft Excel

November 08, 15, 22, 29 / December 06, 2011,
5 - 7:30 pm, 5 - 2.5 hour sessions (one night a week)
In person registration required, \$70.00 (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



Call the Osborne Village Resource Centre at 989-6503 to register!

FREE Cover Letter Workshop - Space is limited, call to book

Thursdays: November 24 / January 19 / February 23 / March 22 , 5 - 9 pm

"A well-written cover letter can eliminate at least 25% of the competition for you," stated an employer. The urban myth that cover letters aren't important is just that – a myth. Employers want and expect applicants to include a cover letter with a resume. Don't be one of the many people who work hard at writing a great resume, and then mistakenly take very little effort in composing a cover letter. In this workshop you will get tips from employers, and also learn how to:

- Examine the job ad and identify the employer's needs
- Research the company to identify the employer's goals and values
- Connect your skills and experience with the employer's needs
- Put it all together in a cover letter that will get you an interview



FREE Ace That Interview! Workshop - Space is limited, call to book

Mondays & Tuesdays: November 28 & 29 / January 23 & 24 / February 27 & 28
March 26 & 27, 8:45 am - 3:30 pm

Going on an interview ranks right up there with life events that are major stressors. In light of this fact it is surprising that many individuals mistakenly think they will sound too stiff and scripted if they prepare for an interview. Experience quickly teaches people that just the opposite is true. With practice you will sound natural and be able to converse with ease. Join us for the Interview Skills Workshop and get the skills and confidence to ace your next interview. The two day workshop covers the following topics:

You will have the opportunity to put these skills into practice by rehearsing your responses in mock interviews and getting feedback from workshop participants. Join us for this fun, practical and informative workshop!

- How to make a good first impression
- Identifying questions employers will ask
- Confidently responding to the 3 different types of interview questions
- How to turn a negative situation into a positive outcome



PRE-EMPLOYMENT WORKSHOPS!

Call the Osborne Village Resource Centre at 989-6503 to register!

FREE Targeted Job Search Workshop - Space is limited, call to book

Thursdays: November 17 / January 12 / February 16 / March 15, 8:30 am - Noon

Did you know that 85% of the jobs actually available are never accessed! That's because most people only apply to job ads. This workshop will give you the tools for a more effective job search. You will learn how to target specific jobs with organizations that you would like to work for! Topics covered include:

- Labour Market Trends
- Promising Industries and Occupations
- Sources of Hidden Jobs
- Marketing Yourself



FREE Career Exploration Workshop - Space is limited, call to book

Thursdays: November 10 / February 9, 8:45 am – 3:30 pm

Are you still wondering if you want to be a doctor, lawyer, cowboy or ballerina?

This workshop gives you the tools to:

1. Do a self assessment which includes:
 - a. Values, skills, attributes/strengths, and interests/hobbies
2. Do a work assessment which includes:
 - a. Your last three jobs (if applicable), and the work activities you enjoy
 - b. Work preference, work activities, occupational interests, work/volunteer experience
3. Research careers with Career Cruising and Manitoba Job Futures
4. Assess the suitability of a career
5. Develop a strategic action plan
6. Identify and find solutions to stumbling blocks

ABOUT OVRC

Free Services

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?

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 Keith Robinson at keirob@wtc.mb.ca

In Partnership With



ABOUT OVRC'S NEWSLETTER

Our upcoming newsletter will be announced!

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

Sandy Hudson, Newsletter Editor at 204.989.6503 or sanhud@wtc.mb.ca

Newsletter design and layout by our volunteer Kristin McPherson



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