



Newsletter 2014

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Message from the Editor

+ Jude Gaal

CAREER COUNSELLOR / WORKSHOP FACILITATOR

“*The level of optimism and hope in clients is the only significant predictor for both career success and job satisfaction.*”

Niles, Neault & Amundson, 2011

Upon reading this quote in the book ***Career Development Practice in Canada: Perspectives, Principles, and Professionalism***, I realized how true this statement was. So often we work with clients who become despondent and desperate in their job search. Developing optimism and hope is necessary to be successful. Without it, an individual has no resilience to weather the challenges that are a part of job search.

The importance of resilience as a life skill has been identified by educators as an essential tool for today's students. I recently discovered that educators are now incorporating “brain-focused strategies for learning—and living” into the curriculum. Developing and maintaining a positive attitude and choosing optimism are just a few of the brain focused strategies that children are introduced to and practice from pre-kindergarten all the way up to grade 8. So what does this have to do with job search?

Here at ORVC we often see people's attitudes unravel very

quickly during job search. Negativity overtakes them and they quickly lose hope. Because we have seen so many people fall into this trap we decided it would be beneficial to focus our feature articles on the subject of positivity.

In this issue our first feature article, ***Is Your Confidence Rising?***, takes the reader through the job search cycle pointing out how remaining positive, while targeting the job search, will help an individual develop the confidence and hope needed to be successful. Our other feature article, ***It's the Way to Live: A Positive Approach to Life***, highlights some simple strategies that are easy to incorporate and effective at diminishing negativity. The article, ***A Simple Way to Impress Your Interviewers: Research!***, shows the positive impact of research for an individual's job search.

Feeling positive can also help a person break out of their comfort zone and try something new. That's exactly what a client realized after conducting and experiencing the positive benefits of informational interviews. The positive benefits of volunteering after graduating from an educational program are also highlighted in this issue.

As always, this issue includes the regular Dear Career Counsellor column; this month our career counsellor explains the purpose and benefits of conducting informational interviews. Our computer instructor has compiled an excellent resource page that provides a number of fun websites to develop mousing and touch typing skills. The new dates and times for OVRC's career and job preparation workshops as well as the computer courses are also included.

Finally, for everyone in the career development and employment facilitation field, don't forget to join the Manitoba Association of Career Development (MACD) at macd-mb.org, or on LinkedIn. MACD will continue to become more and more valuable as we, in the field of career development and employment facilitation, use it to help connect and share information. Do take a few minutes to complete the survey posted on Linked In, and let MACD know what you want and need. May your new endeavours, in any field, be positive, hopeful and fruitful this fall!

QUARTERLY QUOTE

“*If you want your life to be more rewarding, you have to change the way you think.*”

Oprah Winfrey

Bonjour Steve

+ Keith Robinson
CENTRE COORDINATOR

I would like to welcome Steve Alphonse to the team at Osborne Village Resource Centre. Steve came here as a client back in the fall of 2013 and I was impressed with him right from the start. His strong personality and character quickly came out when I would engage in conversation with him about adjusting to Winnipeg winters after moving here from Montreal with his wife.

During his months of job search Steve developed a bond with me and my staff and we all grew fond of him as a person. We also saw the quality of his resumes and covers letters increased over time. This showed me that he had the ability to learn and I could tell that he was starting to enjoy the process of developing resumes and cover letters.

When a part-time opening on Fridays came up at the Centre, I contacted Steve to see if he was interested in applying. Luckily for us, he was. During the interview process Steve clearly outshone the other candidates with his passion to



assist our clients achieve success. Despite Steve being a Montreal Canadian fan, this Toronto Maple fan is excited to have him as part of our team!

If you have not had the opportunity to meet Steve, please come down on a Friday and say hi. We are also excited because, for the first time, OVRC has a fully Bilingual staff member! If French is your first language, book an appointment with Steve, or drop into the Centre on a Friday. You will find Steve to be caring and compassionate and eager to help you succeed in your job search.

Congratulations!

+ Jude Gaal
CAREER COUNSELLOR

Victoria (Vicki) Bromley came to OVRC in 2013 very unhappy. She was working for a large financial institution and decided it was time to take action and find another job. Initially she worked with John on developing and writing a resume and cover letter for a position. When that didn't work out she also took the Action Planning Session, quit her job and then did some career exploration with Kristina.

Vicki also continued to work at the Centre sending out job applications and finally landed her dream job with Tim Hortons in June of this year. As a Coffee Cruiser Coordinator, Vicki travels around the city to various events spreading good cheer. She dropped by in early July with Tim's treats for staff and to thank us personally for our help.



We'd like to thank Vicki for letting us know she found our services helpful and that she found employment. Vicki we wish you the best at Tim Hortons and in all your future endeavours!

Is Your Confidence Rising?

+ Keith Robinson
CENTRE COORDINATOR

If positive thoughts are planted, positive outcomes will be the result. What does this statement mean concerning your job search at the present time? Of course, being unemployed and looking for a job is a stressful time. You don't know what is ahead of you. However, the more positively you can approach this life change, the quicker you will see positive results. I want to look at the three stages of your job search the start, the middle and the conclusion.

The Start.

You are unemployed. Losing your job for whatever reason can result in a lot of unexpected stress and change in your life. Being angry, hurt, scared, panicked and feeling rejected could all be feelings that you are experiencing that are causing negative thoughts. This is natural—however it is important that you find ways to challenge these negative thoughts, deal with your loss, and move forward.

If you stay in a negative mind set, it will take a lot longer to find new employment, which will deepen your negativity. This spiraling cycle of negative thoughts and frustration will make it even harder to find employment. There are many things you can do at the start of your job search to overcome these negative thoughts.

Start by talking to someone—family, friend or an employment professional—and tell them what you are going through. The quicker you can get your frustrations, hurt and anger out and into the air, the better. Don't dwell on it, but be open and honest about how you feel. Talking to someone will help you work through the feelings instead of being trapped by them.

Now that you have done that, think of all the great possibilities! You might just find your dream job, or get a position with that company you have always wanted to work for—the world is your oyster. Start your job search by making a list of all the positive things you like about yourself, such as your skills, personality traits, accomplishments and strengths. Write down what you are proud of, situations that you excelled in, and things you're good at. Part one is done: look at yourself, who would not want to hire you? ***Is your confidence rising?***

The Middle.

Now that you understand all of your skills, strengths and accomplishments it is time to work on your resume and display them to potential employers. I strongly suggest that you get professional support to create this document. For over ten years, time and time again, I have seen clients leaving resume development appointments feeling more positive about their abilities and what they have to offer. An Employment Facilitator has the skill to pull and gather all of the positive skills and qualities from you when developing a resume. There are two reasons for this: first, most people don't feel comfortable promoting themselves; and second, most of us are too busy just living our lives to really know all that we are capable of. Talking to another person about where you've been and where you're going can uncover untapped skills and provide perspective.

Next identify what type of work you would enjoy doing. Make sure your skills and qualities match the type of work you desire. When your skills and qualities match up with the job you are

“For over ten years, time and time again, I see clients leaving resume development appointments feeling more positive about their abilities and what they have to offer.”

Keith Robinson – OVRC Centre Coordinator

*Remember when
you apply to work at
a company, you are
providing a service,
not asking for a favor.*

applying for, your confidence will soar—nothing will hold you back from success! Also, research potential employers who deserve your skills and experience and you want to work for. Yes, deserve! Remember when you apply to work at a company, you are providing a service, not asking for a favor.

Tailoring your cover letter and resume to each opportunity will result in your being confident, positive and prepared. In addition, an employer will also be able to see that you truly want to work at that specific organization which will only increase your chances of being successful. Is your confidence rising?

The End.

You have put all the pieces together—you are confident and positive about yourself. You know the skills and qualities you have to offer an employer. You have found the companies that need your skills and qualities. You have tailored each cover letter and resume to each job you apply for. Can you imagine how empowered you will feel when you get that call for an interview? They have selected you—wow does that feel good! Use the research you have gathered to finish the process and ace that interview! Remember to have examples of your skills and also your qualities that make you the best person for the job! Be confident and concise and let the interviewer see your wonderful personality. Now imagine getting that call saying you have been chosen for the job! Is your confidence rising?

Remember the team here at OVRC is committed to creating a positive environment and building a confident energy in all our clients. Let us be your cheerleaders in the job search process, and take advantage of all of our services, computer classes and workshops. Coming this fall, look for the exciting new workshop we are developing on positivity. We look forward to working with you and seeing your confidence rise!

It's the Way to Live: a Positive Approach to Life

+ *Patti Malo*

**CLIENT SERVICES AND ASSESSMENT CLERK/
OFFICE ADMINISTRATOR/COMPUTER SYSTEMS
COORDINATOR**

The fact is choosing to take a positive approach in life can be transformative. Several studies have shown that positive people who regularly express positive emotions are more resilient when facing stress, challenges and adversity. Research is also beginning to reveal that the benefits of positive emotions continue on long after a person experiences these positive emotions. To quote Jon Gordon's blog, "being positive is not just a nice way to live. It's the way to live". James Clear also notes the benefits of positivity. He writes in the huffingtonpost.com that "the biggest benefit that positive emotions provide is an enhanced ability to build skills and develop resources for use later in life".

Other benefits of being positive include career advancement,

team building, and financial success. If this is true then chances are that a person with a positive attitude will negotiate the rough terrain of a job search more easily and more successfully than someone who is continually negative. Sometimes maintaining a positive attitude during your job search can be challenging. Unfortunately, struggling with unemployment is a common occurrence. —however, there are a number of strategies you can use to get back on the positive track if you feel yourself veering off.

When you feel worried or need to lift your spirits, take control of your emotions. Do this by jotting down the many talents, both work related and personal, that you have. If you get

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stuck, think of the times when people have come to you for advice. If you are still having a difficult time, ask your friends what motivated them to seek your counsel? Talent is something we all have. Celebrate YOU! This is the key to maintaining a positive attitude.

One of the best pieces of advice I have found is to surround yourself with, you guessed it, other positive people. Remember you are not alone. Build up your inner circle with positive people, who can be a good sounding board for you. Often job seekers focus on the negative during their job search and worry about what is out of their control. A truly supportive person will help you concentrate on what you can control and points out even your smallest wins!

Push the envelope even further and start by being your own cheerleader. Celebrate all of your wins. It could be getting a phone interview or making a new LinkedIn connection. Adopting this approach will help you remain positive whether you get a job or not. Move on quickly to other job possibilities, as it is easy to become fixated on waiting for a reply from an employer. In other words, don't put all your eggs in one basket.

Another positive strategy is to see everything as an opportunity: a cover letter as the chance to hone your writing and editing skills, the interview as a chance to network and work on your interview skills. Treat each activity as an opportunity and you will worry less about what is out of your hands.

Remaining positive can be difficult, frustrating and disheartening when you are unemployed for a long period of time. A good way to remain positive is by planning your 'Work Week and Work Day'. Creating a regular routine will keep you focused and motivated. Set reasonable, concrete goals that you would like to achieve at the start of each week. Create a daily plan and set small achievable goals. Successfully meeting these targets every day and every week will keep your mood elevated.

Recent research is finding that positive thoughts have a definite impact that on your brain. When you are experiencing emotions like joy, contentment, and love you will see more possibilities in your life. James Clear at huffingtonpost.com refers to this as the "broaden and build" theory because positive emotions broaden your sense of possibilities and open your mind. This in turn allows you to build new skills and resources that can provide value in other areas of your life. Ways to increase positive emotions, and take advantage of the "broaden and build" theory is to incorporate meditation, writing, and making play a part of your life.

The biggest benefit that positive emotions provide is an enhanced ability to build skills and develop resources for use later in life.

While it is important to stimulate your brain by thinking positive you also need to watch your health and stress. April Green at idealistcareer.org states "people need to be proactive and monitor the quality of your sleep, diet, exercise and remember to talk about the issues that are worrying you". There is much more to your life than your job search. When it comes to your outlook and attitude you are the only one that can control this. Remember to enjoy the little things in life: take in a movie, have coffee with a friend, go for ice cream. Use these strategies regularly to develop and maintain a positive approach for the rest of your life.

See the article **My Job Crush Confession** in the Winter 2013-14 OVRC Newsletter to read more about the pitfall of putting all of your eggs in one basket.

Sources:

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www.1stopresume.com/news-stay-positive.html

<http://idealistcareers.org/4-tips-for-staying-positive-while-searching-for-a-job/>

A Simple Way to Impress Your Interviewers: Research!

+ Kristina Lonstrup
CAREER COUNSELLOR

Imagine that you are a business owner. You put your heart, your soul, your energy, and every hour of your day into making your business successful. When it comes time to hire somebody, would you be looking for a candidate who “*just wants a job*”? Goodness, no! As an employer you would want an employee who is **excited** to represent your company; an employee who believes in the service; and an employee who has the same **drive** to see the business succeed. You would want to hire someone who has done their research and “*wants this particular job with your company*”!

Recently I spoke with an acquaintance who was interviewing candidates for an administrative position in the arts and cultural field. One of the things posted on the organization’s website was the latest annual report; **not even one candidate** referred to it during the interviews! She was also surprised at how little the candidates knew about the organization.

Now imagine yourself as a business owner again. Would you find it frustrating to interview people who wanted a job but knew nothing about your company? How would you respond to interviewing a candidate who **did** read the annual

report and had researched the company website thoroughly!

Would this demonstrate the candidate’s genuine interest in your company and the job posting? Goodness, yes!

As a potential employee your goal is to let the employer know that you are the right candidate for the job because you want that job with that company. How do you do that? **Research!** We are lucky to be living in a time when information is a just click away. So before you go to the interview—no, before you write your cover letter—no, before you even consider applying for the position in the first place, **research the organization’s website!** You will be miles ahead of the competition!

For every position you consider, please use the *Research Questions* found in the *Resources for Research* booklet on page 8. It will help you immensely with your next job interview and put you miles ahead of the competition!

If you have any questions about research, please visit us at Osborne Village Resource Centre, or call 204.989.6503 to book an appointment!



The Informational Interview Experience!

+ Kristina Lonstrup
CAREER COUNSELLOR

Recently, Mary* completed the career counselling process and determined that she would enjoy a career as a **Funeral Sales Representative**. Mary felt this career choice would be an opportunity to not only help people with compassion and professionalism, but also provide measurable results to reflect her productivity and tenacity.

In order to find out if the career would be suitable for her, Mary set out to conduct **informational interviews** with professionals in the funeral industry. To assess whether the occupation would be suitable for her she needed more **information** and **advice** about the occupation. I interviewed Mary to get some feedback on her experience conducting informational interviews.

1. How did you prepare for an informational interview?

I did research on the company to find out as much as I could.

2. How did the person you were contacting react to your request?

When I phoned just to inquire who I would speak to, I was put through right away and spoke to the manager. What I didn't know is that the company had posted an ad and was looking to hire.

3. Was it easy to book a time to meet?

It was very easy to book a time to meet with him once he read my resume that I sent via email.



"I found it really useful and a great approach as the company can see that you are taking the initiative in pursuing a job with them."

4. What materials did you bring with you to the informational interview?

I brought my resume along with me even though I had emailed it to him previously as he requested.

5. How did you dress? How was the hiring person dressed?

I was dressed business like, dress pants, dress shoes, a nice blouse. He was also in a business suit.

6. Were you able to demonstrate your research on the company?

I was able to tell him a bit about the company and about the values that we share.

7. Were you able to detect any indicators that the meeting was successful?

Yes, I was told that when someone comes in for an interview and the manager feels that person would fit into the company, he takes a look at them seriously.

8. How do you feel about the informational interview now that you look back on it?

I found it really useful and a great approach as the company can see that you are taking the initiative in pursuing a job with them.

After conducting informational interviews at three different funeral homes, Mary was contacted by one employer, who was impressed with her moxie, called to inform her that a position had opened up. Mary submitted her references who were contacted by the employer immediately. After negotiating salary expectations, Mary was offered the position!

We staff at OVRC are very proud of Mary for her determination, professionalism, and courage. We wish you warm CONGRATULATIONS on your success!

**Name changed to respect confidentiality*

Dear Career Counsellor

+ Kristina Lonstrup
CAREER COUNSELLOR

Dear Career Counsellor:

I am a graduate of environmental sciences and am really interested in working with youth in the downtown area. I feel confident that my resume and cover letters reflect my qualities. The next step is for me to conduct informational interviews but I'm nervous. I feel like I will be bothering potential employers and I don't want to annoy them. How do you know I won't be imposing on them?

Thanks, Ross

Dear Ross,

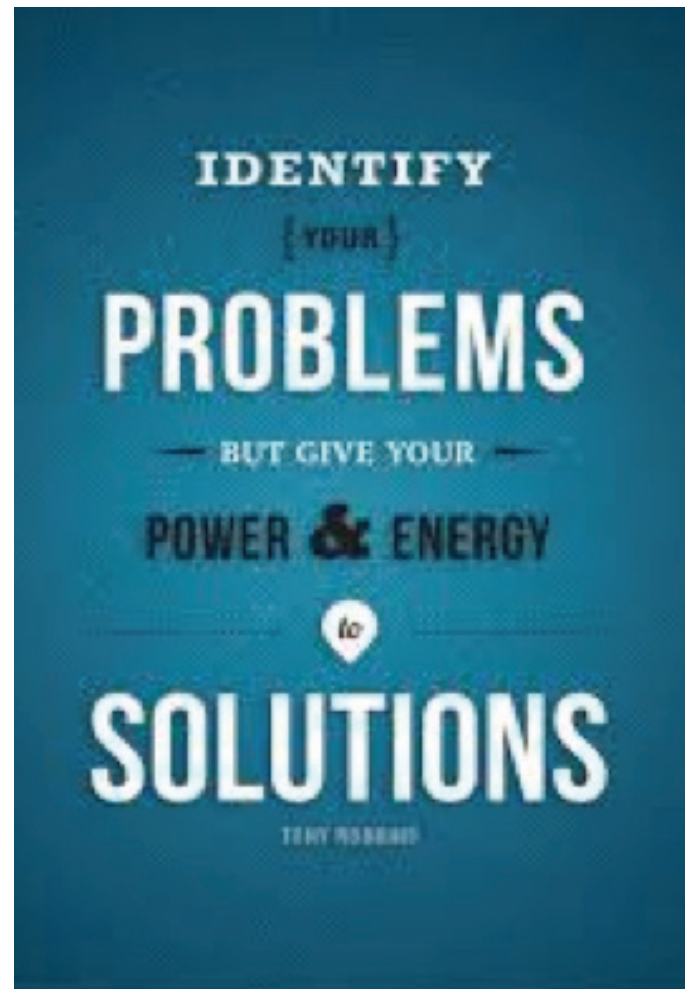
It is great that you have targeted the area that you want to work in, and that you are confident in your resume and ability to write cover letters. However, a little red flag went off in my head when I read the two words "potential employers". It sounds as if the purpose of your conducting informational interviews is to get a job.

The purpose of an informational interview is not to ask for a job – it is to ask for advice and information about a particular occupation or sector. People who participate in informational interviews are not potential employers. They are people who are working in a field that you are interested in. When you ask for advice, you are respectfully asking an individual to share their experiences; you also provide that person with the opportunity to share their knowledge and success stories. Another benefit of conducting informational interviews is the potential to help you create a new network in the occupation or field of work you are interested in.

After you have gathered information about an occupation, or field of work, by conducting 5 to 7 informational interviews, you will be ready to create and approach your targeted list of potential employers. This would be the time to contact someone you have interviewed to ask for the name of a person in the company that you could send a targeted introductory letter to regarding employment opportunities.

Good luck with your informational interviews and remember that you are providing interviewees with the opportunity to share their knowledge and success stories, not imposing on them!

The purpose of an informational interview is not to ask for a job – it is to ask for advice and information about a particular occupation or sector.



Too Good to be True: Fun Games to Improve Computer Skills

+ *Betty Punkert*

COMPUTER INSTRUCTOR / EMPLOYMENT FACILITATOR

There's no reason learning how to use a computer has to be dull. In class, we often recommend people find games to play online to improve their skills. Although these games may seem silly, they are designed to help people improve their computer skills and have fun! The best mouse practice is still good old Solitaire in Windows, since you have to click, click and drag and double click to play, but if you're at a computer where it isn't installed, there are lots of online games you can use to improve your mouse control. (If you don't want to type in that long web address, use Google search to look for the name of the game.) Here are some examples for improving mousing skills:

For practicing clicking:

Mousetrap! - www.coolmath-games.com/0-mousetrap/

Minecraft Minesweeper - www.kongregate.com/games/feartehstickman/minecraft-minesweeper

PushIt - www.kongregate.com/games/BenGAMEn/pushit

Bubble Shooter - www.abccarcade.com/bubble-shooter.html

To practice clicking and dragging:

Huebrix - www.kongregate.com/games/ymstudios/huebrix

Hexicon Connect - www.kongregate.com/games/Moonkey/hexiom-connect

CyberMice Party - www.miniclip.com/games/cyber-mice-party/en/

To improve speed / reaction time / control:

Sheep Dash - www.bbc.co.uk/science/humanbody/sleep/sheep/reaction_version5.swf

Pong - www.download-free-games.com/online/game/pong/

Maze - www.addictinggames.com/puzzle-games/testyourmouseskills.jsp

To learn touch typing:

TypingCourse - www.learninggamesforkids.com/keyboarding_games/typing-course.html

FreeTypingGame - www.freetypinggame.net/play10.asp

StarKeys: www.typingtest.com/games/starkeys.html

Once you've gotten the hang of the keyboard in a general way, traditional logic says you have to do typing drills. Typing drills are BORING! That's where games come in! The first ones are just general typing words and letters, with a couple of drill-style games where you're working against a timer. The last set is more designed to reinforce traditional touch typing, for example focusing on just the home row to start.

For practicing general typing / letters:

KeyTower: www.typingtest.com/games/keytower.html

KeyMan: www.typingtest.com/games/keyman.html

AirTyper: www.funtotype.com/game/air-typer/

FastTyper: www.onlytypinggames.com/games/fast_typer/

FastTyper2: www.rapidtyping.com/online-typing-games/fast-typer-2.html

For practicing touch typing / drills:

Desert Typing Racer - www.freetypinggame.net/play14.asp

Meteor Typing Blast - www.freetypinggame.net/play11.asp

Keyboard Triathlon - www.freetypinggame.net/play12.asp

Now, get out there and have some fun!



Laughter Corner!

“Reality Humor,” here are some real quotes from actual cover letters and résumés that were submitted in response to job postings:

COVER LETTERS:

- “Note: Please don’t misconstrue my 14 jobs as ‘job-hopping.’ I have never quit a job.”
- “I am extremely loyal to my present firm, so please don’t let them know of my immediate availability.”

REASONS FOR LEAVING THE LAST JOB:

- “Responsibility makes me nervous.”
- “They insisted that all employees get to work by 8:45 every morning. Couldn’t work under those conditions.”

JOB RESPONSIBILITIES:

- “While I am open to the initial nature of an assignment, I am decidedly disposed that it be so oriented as to at least partially incorporate the experience enjoyed heretofore and that it be configured so as to ultimately lead to the application of more rarefied facets of financial management as the major sphere of responsibility.”

SPECIAL REQUESTS & JOB OBJECTIVES:

- “Please call me after 5:30 because I am self-employed and my employer does not know I am looking for another job.”
- “My goal is to be a meteorologist. But since I have no training in meteorology, I suppose I should try stock brokerage.”

PHYSICAL DISABILITIES:

- “Minor allergies to house cats and Mongolian sheep.”

PERSONAL INTERESTS:

- “Donating blood. 14 gallons so far.”

SMALL TYPOS:

- “Work Experience: Dealing with customers’ conflicts that arouse.”
- “Develop and recommend an annual operating expense fudget.”
- “Instrumental in ruining entire operation for a Midwest chain operation.”

A Bulls-Eye on Monday Morning

+ John Perry

EMPLOYMENT FACILITATOR /
VOLUNTEER COORDINATOR

Working with our partner, the Winnipeg Technical College (now the Manitoba Institute of Trades and Technology) OVRC had the opportunity to host a student for a six week work practicum from the International Business Administrative Assistant (BAA) program. On January 27th, 2014, Matthew Busilla introduced us to Komalpreet Kaur. Komal, as we called her, was an amazing individual from the start. Her Microsoft Office skills were outstanding and her willingness to learn was one of the best that I have ever experienced. There was no task that she wasn't eager to complete no matter how small or large. In addition to fulfilling her duties in her work practicum, Komal also supported clients looking for employment by assisting them with computer, word processing and email questions whenever she could.

After completing her work practicum Komal was eager to obtain employment. She had a targeted job—work as an administrative assistant—and a targeted employer—Great West Life. Komal chose Great West Life because it is the leading Canadian insurance company and has been in operation for over 100 years. Komal asked me to review her resume and we made a few minor adjustments. She also asked for instructions on how to develop a targeted cover letter directed to Great West Life, and talked to the career counsellors for advice on interview skills.

On June 23, 2014, I received a phone call from the Human Resources department at Great West Life, asking if I would be a reference for Komal. This was very easy to do, as Komal is a wonderful person. I had lots of positive examples that demonstrated her skills and personality.

One of the best feelings on a Monday morning is to receive a phone call from a client who has obtained employment with the exact company and job they were targeting! On July 7, 2014, I received that phone call from Komal telling me that she had successfully obtained the File Clerk / Administrative Assistant position with Great West Life!

Komal, all of us here at Osborne Village Resource Centre wish you all the best in your future endeavors and great success in your new career with Great West Life.



LIFE IS A CAMERA



We'd like to share with our readers something that Komal found and shared with OVRC. Many people have asked for a copy since we first posted it on our walls, so we thought that others might also enjoy the inspirational words. Thank you Komal for your positive words and attitude!

***Life is a camera...
Focus on what's important,
Capture the good times,
Develop from the negatives.
And if things don't work out
Take another shot.***

Interview Skills Workshop

Mondays and Tuesdays: Sept 29 & 30 / Oct 27 & 28 / Nov 17 & 18, 8:45 am – 3:30 pm

Location: UFCW Training Centre, 2nd Floor – 880 Portage Avenue (Thompson Room)

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 learned skills into practice, by rehearsing your responses in mock interviews, getting feedback from the workshop participants.

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Action Planning Session

Wednesdays: Ongoing, 8:30 am – 11:30 am

Location: 2nd Floor, 107 Osborne Street

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

- Orientation of services
- An individualized action plan
- A take home Road Map/Note Book
- One-to-one feedback and advice



Targeted Job Search Workshop

Fridays: September 5 / October 10, 24 / November 14, 28,

8:30 am – 12 noon

Location: 2nd Floor, 107 Osborne Street

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
-



Job Satisfaction Workshop

Tuesdays: September 16 / October 21 / November 25, 8:45 am – 3:30 pm

Location: UFCW Training Centre, 2nd Floor – 880 Portage Ave

(Thompson Room)

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



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

Tuesdays: January 13, 20, 27, February 3, 10

5:00 – 7:30 p.m.

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 20, 27, Nov. 3, 17, 24

Contact OVRC for upcoming dates in March 2015

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

Tuesdays: October 21, 28, Nov. 4, 18, 25

Mondays: January 12, 19, 26, February 2, 9

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

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 TWITTER: @O_V_R_C

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

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 judgaa@wtc.mb.ca

Newsletter design and layout by our volunteer Kristin McPherson



**Osborne Village
RESOURCE CENTRE**

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