



Spring 2013 **Newsletter**

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Osborne Village
RESOURCE CENTRE

1-107 OSBORNE ST. WINNIPEG, MB R3L 1Y4
PH: 204.989.6503 FAX: 204.477.0903

Message From The Editor

+ Sandy Hudson
CAREER COUNSELLOR

Hi and welcome to the Winter/Spring 2013 edition of the OVRC newsletter! It's been a busy winter with lots of activity in the city. With Ikea opening, Target employing and job prospects looking up again in Winnipeg that suggests labour markets are on the rebound and that near-term employment prospects are positive after a widespread decline in job postings in December. Enjoy our latest newsletter, full of stories, tips and valuable information to help you or your clients reach potential.

It's competition time! Read the article on page 7, "Job Search for Your Personality Type" and write a short piece about your experience as an introvert or as an extrovert. Your story should be between 100 and 200 words (as an idea, this paragraph has 102 words). It can be funny, poetic, sad, informative or uplifting, as long as it fits the title! The competition is open to all of our readers and will close on June 7th. In the next edition we will post our favourite entries and announce the winner, who will receive a shiny \$20 Tim Horton's gift card!

Please send entries to sanhud@wtc.mb.ca by June 7th or pop it into the competition jar at the OVRC reception desk. You don't have to be the next JK Rowling – we are looking for interesting reads. Excited to hear from you!



+ SHOWN ABOVE

OVRC staff all dressed up and ready for our client Christmas luncheon.

Left to right: front row: Keith Robinson, Judy Recksiedler, John Perry

Back row: Betty Punkert, Sandy Hudson, Patti Malo, Kristina Lonstrup

Ask The Career Counsellor

+ Kristina Lonstrup
CAREER COUNSELLOR

Dear Career Counsellor:

I am desperately looking for a job, ANY job in customer service. I am hoping that a friend will recommend me. When people ask me what kind of job I want, I say "anything", yet still, no one is able to provide me with any leads. Can you help me?

*Sincerely,
Marie F., Downtown*

Dear Marie,

Thank you for writing in! And please remember to feel free to drop in at our centre. We will happily address any job search concerns you are having.

Here at OVRC, we abide by what's called The Targeted Job Search. The Targeted Job Search means that we are focusing on a specific field. Think about it this way. How would you feel if you were a server at a restaurant—and you asked for the customer's order—and the customer replied "I'll have anything."? As a server, you would be unsure of how to help the customer, and furthermore, you wouldn't want to upset the customer and make things worse.

In the Targeted Job Search, you need to research what employment options are out there for you. Research the internet. Keep up-to-date with community newspapers. Keep your eyes open for companies around you and your network. Ask questions.

Even in the event that you truly feel that you don't know what specific job would be right for you, I will help you with an exercise to practice. This way, the next time a peer asks "What kind of job do you want?" you will give a descriptive, informative answer.

There is a tool of communication called an Elevator Speech. This term may have originated by what you envision—when you're stuck in an elevator with a peer and making small talk! It's important to know your Elevator Speech for marketing yourself, your needs, and your goals.

Here is a simple exercise to try!

1. List ONE plain sentence about your years of work experience.
2. List ONE plain sentence about your training and qualifications.
3. List THREE attributes, or, words you like to use to describe your work style.
4. State ONE reason why you love working in customer service.

Now: I would like you to try reading all four sentences, one after the other, in front of the mirror. In fact, read these sentences, one after the other, in front of the mirror, TEN times! Twenty times! Practice as many times as needed for you to master your Elevator Speech.

The key is, is that when you're able to express your needs and your passion; people will naturally want to help you. When you are specific about your goals, it is easier for people to generate solutions and provide feedback. Try practicing your Elevator Speech on the next person that asks "What kind of job are you looking for?". You will find that the reply you receive may be more accommodating than "Good luck with that."

Furthermore, if you want to try further exercises to determine what career field is right for you, please book an appointment with me, or my fellow career counsellor Sandy Hudson, here at OVRC. It would be our pleasure to help you determine your professional pride.

Good luck, and stay targeted!



*Do you have a question for our career counsellors?
Email us at krilon@wtc.mb.ca or sanhud@wtc.mb.ca!*

A Secret Tool For Your Job Search: The Thank You Card

+ Kristina Lonstrup
CAREER COUNSELLOR

Whether you have just attended an interview, an informational interview, or an impromptu discussion with a professional network, it is extremely important that you take the time to thank the person who provided you with an opportunity to learn more about your professional field.

Sending a THANK YOU CARD is an incredible tactic to help you promote yourself.

Do not send a Thank You email.

Do not leave a Thank You voicemail.

Why? Think about it!

What do you do when after you have heard a voicemail?
Delete!

What do you do after you have read an email message?
Delete!

What do you do when someone sends you a THANK YOU CARD? **You put it on a shelf!** And especially if you have an office where customers see, you may leave that card on the shelf for years!

People love to receive little Thank You cards. People love to receive little surprises in the mail. It makes a person feel special to be recognized.

This is also a small tool to invigorate your job search. Go to a stationary store or a book store and look at the card sets. If you buy a card set that you feel represents you, you will be excited to send out these cards. If you are excited to send out cards, you will be eager to go meet with more professional networks!

The best aspect of sending Thank You cards? The receiver will feel like he or she has just received a trophy. The trophy goes on a shelf. But whose name is engraved on the trophy?

YOURS! You will be remembered!

Laughter Corner!

The Ultimate Rejection Letter

Herbert A. Millington
Chair - Search Committee
412A Clarkson Hall, Whitson University
College Hill, MA 34109

Dear Professor Millington,

Thank you for your letter of March 16. After careful consideration, I regret to inform you that I am unable to accept your refusal to offer me an assistant professor position in your department.

This year I have been particularly fortunate in receiving an unusually large number of rejection letters. With such a varied and promising field of candidates, it is impossible for me to accept all refusals.

Despite Whitson's outstanding qualifications and previous experience in rejecting applicants, I find that your rejection does not meet my needs at this time. Therefore, I will assume the position of assistant professor in your department this August. I look forward to seeing you then.

Best of luck in rejecting future applicants.

Sincerely,
Chris L. Jensen

Who Says Volunteering Doesn't Help?

+ *Sandy Hudson*
CAREER COUNSELLOR

Glenn had been out of work for months and was feeling unmotivated and disheartened. He had paid \$75 for a professional resume and wasn't getting anywhere. He came to OVRC in early September and while getting his resume developed, was told to get out there and volunteer, as part of his job search. By the time October rolled around, Glenn was volunteering on a board and voluntarily driving for the Canadian Cancer Society.

One day, while volunteering, he told one of the staff that he was looking for work in his field. She said that she was leaving and that there was a job coming up that hadn't

been advertised yet. She recommended that he brought his resume in the next day. The next morning, Glenn came into the centre at 8am and asked us to check his resume and help him develop a cover letter for that job.

By the time Glenn went for the interview, he had received many recommendations for the job by staff that had seen him around volunteering, they had seen how he conducted himself and was on first name terms with the interviewer. As you can guess, the interview went very well and he got the job! Pleased as punch with his new opportunity, Glenn couldn't wait to come in and tell us his good news – on his first day of work!

Glenn attributes his success with listening to advice from the knowledgeable staff at the centre here. He said "You have to make volunteering part of your work to find work – it makes you feel better about yourself. Also, coming into the centre to do my job search was so much better than at home. There is no distraction! The fear of failure can give us reasons to find something else to do, other than job search.

Volunteering made Glenn feel good about himself again. Final piece of advice from Glenn? "Follow the program – it works!"



+ **SHOWN ABOVE**

Glenn successfully found employment with the Canadian Cancer Society after volunteering with the organization!

Get The Most Out Of Volunteering

+ *Huyen Pham*
EMPLOYMENT FACILITATOR

Have you ever felt incredibly frustrated in that seemingly hopeless task of landing your dream job, or heard your friends complain about job searching? I understand your feelings because I felt the same. Landing the right career is even harder for people who arrive in Manitoba from a different country like me. But challenge is fun! Right?

For me, volunteering has brought many surprising benefits and eventually my CAREER. I would like to share some tips about how to find the right volunteer position and how to take advantage of this wonderful opportunity.

If you want to have the greatest benefit for both yourself and your organization, it is important to find a volunteer position that you will enjoy and are capable of doing. This should be a job you want to devote your time to and will be happy to get out of bed for on those very chilly mornings we so often have. Before you choose an organization you want to work for, ask yourself:

- Where do you see yourself two years from now?
- What do you need to get there?
- What kind of work environment do you enjoy?
- What skills can you bring to a volunteer job?
- What particular tasks or skills do you want to learn?
- How much time you are willing to commit?

The more satisfied you are as a volunteer, the more likely it is that you will continue to contribute. You are donating your valuable time, so it is important that you enjoy and benefit from your volunteering. It is important to make sure that:

- Your commitment matches the organization's needs
- You ask questions to ensure you know what is expected
- You think out of the box, take initiative and ask for supportive feedback

- You maintain a sound work relationship with staff and clients

Last but not least, keep in mind that a professional image helps to build up your self-esteem, work ethic and positive attitude. Hence, the more you pay attention to how you dress up for work, the more it adds to your success.



+ **SHOWN HERE**

Huyen enjoying her work at Osborne Village Resource Centre!

The Survey Says...

+ Keith Robinson
CENTRE COORDINATOR

Your resume is critical to you being successful in securing meaningful employment as quickly as possible. Industry standards state that you should be earning at least one interview request for every seven resumes that you send out. If this is not happening, you may lose faith in your abilities and believe that potential employers do not see the value you bring to an organization. In reality this couldn't be farther from the truth, you just have to lay out your skills and abilities in a way that attracts a potential employers' interest and this will result in an interview.

I want to share some statistics from a survey of 120 Winnipeg employers that was completed by OVRC in 2009. This will show you some of the things that make resumes stand out to employers – both in a good a bad way.

1. 87% of employers spend less than 5 minutes initially scanning your resume. This means that your resume must be clear and concise when displaying your skills and abilities to ensure the prospective employer quickly sees that you are a strong candidate to fill the open position. Take a look at your present resume. Do you think an employer will see how you're a good fit to their organization over other candidates in that critical first minute? If you do not think so or are unsure ask a staff person at OVRC and we can give you feedback. In some cases you may be able to reformat your resume; however, in most cases making a one on one appointment with one of our employment facilitators to develop your skill based resume from scratch is better. This is worth your time:

400 clients have secured employment from using our services over the last ten months!

2. Only 14% of employers stated they found resumes to be excellent, and 34% found them to be good. This means 52% of the resumes prospective employers reviews do not come close to meeting their standards. If you want to be part of that elite 14% which would clearly result in an interview and possible job offer, I suggest you talk with one of our staff to see what you need to do to achieve this. By getting here early, between 8:00 and 9:30 am (except

Thursdays) you have the opportunity to work with all of the staff who are committed to your success. The other option is to make a one on one appointment to spend 1 – 1 ½ hours developing your resume.

3. In over ten years of developing resumes I always find that clients have a hard time stating their communication and interpersonal skills. Over 77% of employers want to see if you are a good cultural fit to their workplace, and they choose candidates that display these skills in a manner that makes the recruiter clearly see that your interpersonal skills will contribute to their company. Again ask the experts or make an appointment, we are here to assist in your success and together we can make you stand out to the prospective employer.
4. 96% of employers want to clearly see that you have the experience and qualifications to be a productive employee. In addition, 85% want to see that you have the technical skills required to do the job. Is your resume clearly displaying your experience and skills on that critical first page, in a way that makes you part of the 14%? If not let us help you display your skills in the way we know employers want to see them.

In closing, your resume should have no spelling errors, be clear, concise and display any accomplishments that will set you apart from other candidates. We are here for you and take pride in your success. It would be a pleasure to talk with you, so just ask to speak to me or one of our team members today!



+ SHOWN HERE

The resume: a critical component in successfully securing employment!

Job Search For Your Personality Type

+ Sandy Hudson
CAREER COUNSELLOR

We hear about job search tips all the time. But what if you find networking hard, or find yourself in a slump after spending too much time researching employers? Knowing your personality type can help you plan a job search strategy that works for you! Let's explore introversion vs. extraversion - how you interact with the world and direct your energy.

Are you an Introvert?

Do you like cosy nights, spending time alone and have a small circle of friends? Do you like time to reflect before answering and need time alone to focus on your work before presenting it to others? If so, chances are you are an introvert. Unfortunately, much of the advice given for job search includes many activities that don't come naturally to an introvert. So here are some tips to help you through your job search:

Tips for an Introvert:

1. Plan your day, so that you complete the task you are least looking forward to first
2. Tick off small accomplishments in your job search log – don't wait until you get a job to commend yourself for doing well

3. Make sure you stay away from people who drain your energy, choose quiet times of the day to visit OVRC, like first thing in the morning or on Fridays
4. Read about your industry and companies you are interested in. You'll have more to contribute, and be better prepared for any networking if you feel like you know what you are talking about
5. Plan for time alone in between networking with others to recharge
6. Practice reaching out online first (E-mail, LinkedIn, Facebook, Twitter, etc.)
7. Plan what you'll say and practice before you say it. This applies to networking events, phone calls and job interviews. Make yourself a script and keep practising until it comes naturally
8. Value your listening skills. When you're searching for a job and reaching out to others, you'll do this much more effectively if you're a good listener
9. Be yourself. Although you do need to push yourself out of your comfort zone at times, you don't have to pretend to be someone you're not
10. Turn to a close friend for support, and ensure you get a good balance between rest, relaxation and job searching

Are you an extravert?

Does spending too much time alone put you in a slump? Are you active, multi-tasking several things at a time and enjoy keeping busy around people? Are you the kind of person that talks to random strangers, just to break the silence? Does being amongst people energise you? Here are your job search tips:



Tips for an Extrovert:

1. Plan your day to ensure you start off right with contacting an employer, a friend or a counsellor, to give you an energy boost
2. If possible, come into the OVRC at 8am to get the positive and supportive energy you need
3. Use your network to congratulate you at every step, share your cover letters with people that are going to give you that positive feedback you need, don't wait till you get the job till you give yourself a pat on the back
4. Make sure you stay away from negative people who drain your energy
5. Don't allow people to assume that just because you are not in paid work right now, that you have time to run all their errands or go out with them – put yourself first
6. Use your network to your advantage, practice your introduction and make sure everyone knows about your skills and qualities
7. Be aware of people's time and practice introducing yourself with 5 simple steps (use the kiss method, keep it short and simple)
8. Visit employers for informational interviews, even if you do not get a lead, you will find someone else to talk to broaden your network
9. Keep on the lookout for job fairs and trade fairs to meet potential employers
10. Book activities to give you energy, and ensure you get a good balance between fun, relaxation and job searching

How much time should you spend on job search before you can feel like you have achieved enough that day? I would suggest that after three hours you will have accomplished as much as you can that day without getting frustrated at what you are not doing. Focus on what you do well in the three hours – and remember you will need to re-charge after all your hard work!

+ VISIT WWW.KEIRSEY.COM

Once you have an idea of your preferred style of interaction, you are well on the way to maximising your chances of getting a job. Use your new found knowledge to improve communications with others, being aware of their needs. For more information or personality type and meeting your needs, visit www.keirsey.com

A Wake-up Call

+ Patti Malo
OFFICE ADMINISTRATOR

Over the years, working at the Centre I have made certain observations about the thousands of job hunters who have walked through our doors. Some of the comments I hear frequently are "This will just take a minute!" and "I'll do any job!" In my opinion, this is not necessarily the kind of approach to take when it comes to finding a job that is the right fit for you. What people really need to do is focus their job search and try not to have the attitude that any job will do – this just makes your job search harder than it has to be.

My advice to all job seekers is to put in the time it takes to produce an outstanding resume and cover letter that is going to WOW an employer. Don't waste your time with documents done up in very little time, with little or no effort or generic documents, only to end with disappointing results. Employers will not be happy with applications that show little or no effort regarding their company. It never ceases to amaze me how many people don't consider their job search enough of a priority in their life to put in the effort it needs. It goes without saying that most people spend a significant portion of their lives working. Looking for a job requires commitment - from researching companies that are right for you to writing a targeted cover letter and resume; this all takes time and effort in order to ensure the best results.

Something else I've heard people say when they are at the Centre is that "It is a full time job, finding a job!" This is so true! People need to realize that the quick fix isn't going to land them a good job. When job searchers take this approach, they can end up frustrated in their work and/or eventually leave their job dissatisfied. If this sounds familiar to you, you are in danger of becoming known as a high turnover employee; which is something that employers frown upon.

The moral of the story here is "You get out of your job search what you put into it!" It may seem like a lot of effort initially but aren't you worth it? Take the time and do the work needed for a successful outcome in your job search and you will be thankful you did. Here at the Centre we get people in to see us that are extremely unhappy in their workplace. Don't become one of them. Life is too short to spend most of your day in unfulfilling or just plain mismatched work environment. Let this message be your wake-up call!

How do I Meet Up With New People To Network?

+ Sandy Hudson
CAREER COUNSELLOR

Every job searcher will tell you that one piece of advice they will have heard all too often, is to use your network to help you find a job. But, what if you are new to the city, or new to the country? What if you are shy or introverted (and remember they are not the same thing) or don't know how to connect with people? If networking is the key to successful job search, how can I meet people who are into the same things as I am? How can I connect with people who understand me? The answer may be Meet-up! Meetup is the world's largest network of local groups. Meetup makes it easy for anyone to organize a local group or find one of the thousands already meeting up face-to-face. More than 9,000 groups get together in local communities each day, each one with the goal of improving themselves or their communities.

Meetup's mission is to revitalize local community and help people around the world self-organize. Meetup believes that people can change their personal world, or the whole world, by organizing themselves into groups that are powerful enough to make a difference.

With meet-ups in 45,000 cities, meetup is big! Winnipeg itself has over 40 established groups for you to check out! Most groups are free to join and some have a small charge of \$2 or

\$3 or more to attend each event. If you don't see a meet-up that suits your needs, you could always start your own. You don't need to be an expert to organize an awesome Meetup. You just need something you care about and a desire to bring people together. They'll even help you find the right people to make it happen, most Meetups start getting members within the first few days. Plans start at \$12 a month. For more information, go to www.meetup.com and click on "Find a meet-up group".



+ SHOWN HERE

Experience Manitoba meetup group at Assiniboine Park Zoo on New Years Day

Generous Manitoba!

+ John Perry
EMPLOYMENT FACILITATOR / VOLUNTEER COORDINATOR

As the Volunteer Coordinator at the Osborne Village Resource Centre, I thought I would mention how generous we all are as Manitobans.

I have included an amazing article from the Winnipeg Free Press that states how generous all of us are! Following the Winnipeg Free Press article, are some stats from Winnipeg

Harvest, one of the top charities in the province of Manitoba. I have also incorporated an interesting article on the Winnipeg Foundation, an organization which has been involved with our city of for over 90 years and has granted over 400 million dollars!

MANITOBANS continue to rank near the top in charitable

giving, donating almost \$200 more per person than residents in oil-rich Alberta.

A BMO Harris Private Banking poll released Wednesday found 84 per cent of Manitoba and Saskatchewan residents (it lumps the two provinces together) donated to a charity in the last 12 months. The amount they gave averaged \$751 each.

That's just a shade lower than in Ontario, the most generous province, where 85 per cent of residents gave to a charity and the average donation was \$778.

In Alberta, 77 per cent of the population gave, and the donations averaged \$558 per person.

At the bottom of the philanthropy scale were Quebecers. There, 72 per cent gave to a charity and the average donation was \$129, almost \$400 less than the next lowest average donation, which was from British Columbia.

The most popular charitable causes are health and medical (60 per cent), anti-poverty (45 per cent), animal welfare (30 per cent) and education (19 per cent). Manitoba and Saskatchewan did not deviate markedly from these national averages.

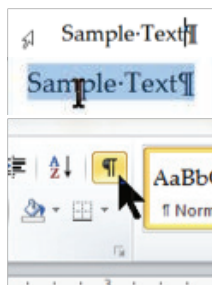
The online survey was conducted by Pollara from Nov. 2 to 5 among a randomly selected representative sample of 1,000 Canadians ages 18 and up.

Computer Tips: Line and Paragraph Spacing in Office 2010

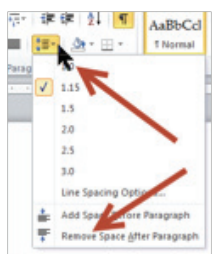
+ Betty Punkert

COMPUTER INSTRUCTOR / EMPLOYMENT FACILITATOR

In Microsoft Word 2010, Microsoft has changed the default settings for line and paragraph spacing. If you are accustomed to the old single-line spacing of Microsoft Word 97-2003, this can be annoying, as all your documents suddenly look gap-toothed. We'll assume you've already typed some of your document and need to fix it.



Select the text you want to correct. Make sure you include any blank lines or paragraph markers. (No ¶ symbols? Turn on *Show/Hide* on the **Home** tab!)



Click the tiny down arrow beside *Line and Paragraph Spacing* on the **Home** tab to see the options.

Click **1.0** to correct line spacing.

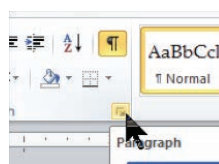
Click again on the tiny down arrow beside *Line and Paragraph Spacing*.

Click **Remove Space After Paragraph** to turn it off

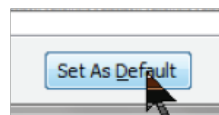
And that's it! Carry on being brilliant and creative, without distracting gaps.

If you're working on your home computer (not at the OVRC) and want to change the setting permanently:

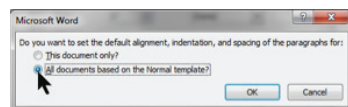
- Open a new, blank Microsoft Word document.
- Select the "blank" line and perform the steps described above.



Click the *Paragraph* dialog box marker



Click **Set as Default**.



Choose **All documents based on the Normal template** and click **OK**.

- Close Microsoft Word as usual. You may be prompted to save changes to the Normal template. If so, click **Save**.

There you go! The next time you open Microsoft Word, your line and paragraph spacing should be back to how it used to behave in the old version.

FREE Targeted Job Search Workshop

Thursdays: April 11 / May 9 / June 13, 8:30 am – 11:30 am

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



FREE Cover Letter Workshop

Thursdays: April 18 / May 23 / June 20, 8:30 am – 11:30 am

"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
- Make yourself stand out from the rest



FREE Success for Job Fair Preparation Workshop

Thursday, May 16, 8:30 – 11:00 am

Job Fairs can be crowded and unproductive. Find out how to make Job Fairs work for you:

- Learn how to get noticed amongst the crowds
- Make the best possible impression with a potential employer
- Confidently responding to the 3 different types of interview questions
- How to follow up after a job fair



FREE Interview Skills Workshop

Mondays and Tuesdays: April 29 – 30 / May 27 – 28 / June 24 – 25

8:45 am – 3:30 pm

Takes place at 1551 Pembina Highway

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.

FREE Career Exploration Workshop

Thursdays: April 25 / June 27

8:45 am – 3:30 pm

Takes place at 1551 Pembina Highway

Are you still looking to find your perfect career, where you will feel fulfilled and most productive?

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



Fundamentals of Personal Computing

Monday: March 4, 11, 18, 25, April 8

Tuesday: April 16, 23, 30, May 07, 14

Monday: May 27, June 03, 10, 17, 24

Time: 5:00 - 7:30 pm

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: March 5 – April 9,

May 28 – June 25

Time: 5:00 - 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: April 15 – May 13

Time: 5:00 - 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
- Become familiar with ribbons and tabs

Thank you, OVRC!



I am sincerely thankful for what I have learnt at this workshop! I am now confident it will benefit me and would strongly suggest it to others.

I came in not knowing what to expect and left feeling way more prepared for a job interview. Thank you.

Very positive energy in the workshop. Thank you!

The job search workshop was exceptional, very informative, complete, satisfying, extreme and substantial workshop.

Excellent presentation, it was interesting and very informative. Sure glad I found this resource centre! Thank you and bravo on the work you all do.

Inspiring and energetic!

Thanks, that was fun :)

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

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



**Osborne Village
RESOURCE CENTRE**

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

PH: 204.989.6503 FAX: 204.477.0903