





YMCA Employment Centre of Halifax

2269 Gottingen St, Halifax Nova Scotia Tel (902) 425-3464 Fax (902) 425-3105 www.yechalifax.ca

APRIL 2011

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Emailing 9am-12noon
4 Introduction to Computers 9am-12noon Career Cruising/ Labor Market Information/ Job Search 1pm-4pm	5	6 Keyboarding 1pm-4pm	7 Resume Development 9am-12noon Orientation 2-3pm	8
11 MS Word 9am - 12noon	12	13 Keyboarding 1pm-4pm	14 Interview Skills 9am-12noon Orientation 2-3pm	15 Emailing 9am-12noon
18 MS Excel 9am- 12noon Career Cruising/ Labor Market Information/ Job Search 1pm-4pm	19	20	21 Resume Development 9am-12noon Orientation 2-3pm	22  Resource Centre Closed
25  Resource Centre Closed	26	27	28 Interview Skills 9am-12noon Orientation 2-3pm	29

Computer Workshop Descriptions

Introduction to Computers: For clients who are new to the computer or living in fear of the computer.

Microsoft Word: Clients will learn how to open, close, save and print documents, and perform some formatting.

Excel (Job Search Tracking): Learn the basics of spreadsheets and how to use it to track your job searching activities.

Keyboarding: Learn how to touch type, improve your accuracy, and increase your typing speed.

Emailing: Learn how to set up your own email, send and receive messages and attach your resume.

Job Search Workshop Descriptions

Orientation: A short session to learn more about courses and services offered. *Everyone who wants to meet with a Employment Specialist must attend.*

Resume Development: Make sure you have the most current and most effective resume for today's jobs. Learn how to perfect a resume to help market you & target specific jobs.

Interview Skills: Learn how to prepare for different types of interviews and make sure you have the right answer to possible questions.

Career Cruising/Labour Market Info/Job Search: Find out what skills you have and how well they will apply to the career you want, where to obtain labour market information and how to tap the hidden job market.

To register for workshops please phone or visit our Resource Centre at: 2269 Gottingen St 425-3464 Ext 221
Monday – Friday 9:00am- 4:00pm

Clients must register at least one day in advance

Sponsored by:

