



YMCA Employment Centre of Halifax

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

FEBRUARY 2011

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|---------|---------------------------|---|------------------------------|
| | 1 | 2 Keyboarding 1pm-4pm | 3 Interview Skills 9am-12noon Orientation 2pm-3pm | 4 |
| 7 Introduction to Computers 9am-12noon | 8 | 9 Keyboarding 1pm-4pm | 10 Resume Development 9am-12noon Orientation 2pm-3pm | 11 Emailing 9am-12noon |
| 14 MS Word 9am -12noon Career Cruising/ Labor Market Information/ Job Search 1pm-4pm | 15 | 16 Keyboarding 1pm-4pm | 17 Interview Skills 9am-12noon Orientation 2pm-3pm | 18 |
| 21 MS Excel 9am-12noon | 22 | 23 Keyboarding 1pm-4pm | 24 Resume Development 9am-12noon Orientation 2pm-3pm | 25 Emailing 9am-12noon |
| 28 Career Cruising/ Labor Market Information/ Job Search 1pm-4pm | | | | |

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, 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

Clients will learn how to send and receive messages and how to attach their resume to an email message.

Job Search Workshop Descriptions

Orientation

Attend a short orientation to learn more about recourses and services offered.
Everyone who desires to meet with a Employment Specialist must attend.

Resume and Cover Letter

Make sure you have the most current and most effective resume for today's jobs. Learn how to perfect a cover letter to help market you & your resume

Interview Skills

Clients learn the do's and don'ts of interviews and making sure you have the right answer to those questions.

Career Cruising/Labor Market Information

Want to find out what skills you have and how well they will apply to the career you want? Who is Hiring? What is the trend? What is the wage? These and many questions are answered.

Job Search

Clients will learn the basics of internet job searching, online applications, obtaining labor market information and tapping into the hidden job.

Directions

An all day workshop that will help you assess your talents and accomplishments, recognize and learn how to apply your transferable skills, and discover why your values are important in your career choices

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



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