




# YMCA Employment Centre of Halifax

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

## JULY 2010

Monday	Tuesday	Wednesday	Thursday	Friday
			1  Canada Day	2 Emailing 9-12
5 Computers Without Fear 9-12  Career Cruising/Labour Market Information/ Job Search 1-4	6 Resume Development 9-12	7 Keyboarding 1-3	8 Orientation 2-3	9
12 MS Word 9-12	13 Don't Sweat the Interview 9-12  Directions 9-3	14 Keyboarding 1-3	15 Orientation 2-3	16 Emailing 9-12
19 Power Point 9-12  Career Cruising/Labour Market Information/ Job Search 1-4	20 Microsoft Word 9-12	21 Keyboarding 1-3	22 Orientation 2-3	23
26 Excel 9-12	27 Cover Letters 9-12	28 Keyboarding 1-3	29 Orientation 2-3	30

### Computer Workshop Descriptions

#### **Computers Without Fear**

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.

#### **PowerPoint (Pump up your Interview with Power Point)**

Learn the basics of how to create a presentation using a slide show.

#### **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 resources and services offered. *Everyone who desires to meet with a Employment Specialist must attend.*

#### **High Impact Resumes & Resume Critique**

Make sure you have the most current and most effective resume for today's jobs.

#### **Cover Letters Session**

Learn how to perfect a cover letter to help market you & your resume

#### **Don't Sweat the Interview**

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

#### **Career Cruising/Labour 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 labour 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

2269 Gottingen St 425-3464 Ext 221

Monday – Friday 9:00am- 4:00pm

**Clients must register at least one day in advance**

**Sponsored by**



**Labour and  
Workforce Development**