



# People On The Move

Winnipeg Transition Centre

[www.winnipegtransitioncentre.com](http://www.winnipegtransitioncentre.com)

Spring Edition 2007

## NEWSLETTER

What is new and happening with the WTC's Professional Development Programs

### **Career Employment Coach Certificate**

The Winnipeg Transition Centre in partnership with the University of Winnipeg's Continuing Education Department is offering a Career and Employment Coach Certificate. Coaching issues and concerns that workshop participants face when offering their services are addressed with practical and effective suggestions and solutions.

### **Practical Workshop Facilitation Skills Certificate**

The 5-day Practical Workshop Facilitation Skills Certificate is a highly interactive program that incorporates hands-on exercises, role-plays and small and large group discussions. This is also a University of Winnipeg certificate course.

### **Learning to Live on Higher Ground Workshop**

In an age when we are expected to do more with less resources and less time, we can find our own energy supply depleting. It's important to take care of yourself before you burnout. Re-fuel, re-charge and learn to live on higher ground!

The Winnipeg Transition Centre also Presents  
WWF "When Workshops Fly!" by Ken Bellemare  
One-Day Workshop:

Friday, May 11, 2007, 9 - 4:00

Location: Winnipeg Technical College  
130 Henlow Bay

For further information on these programs, contact  
WTC at 338-3899



Facilitation activities for interactive and hands-on learning techniques

### Job Profile -Heavy Equipment Operator

SALARIES IN MANITOBA: Starting: \$17,500 Average: \$30,500 High: \$47,000

#### OUTLOOK FOR MANITOBA

"Employment prospects for heavy equipment operators are good, however, employment is seasonal and employees are subject to layoffs during the winter months when related construction activity typically declines. As the construction, manufacturing and transportation sectors expand, so will the opportunities for heavy equipment operator."

#### WHERE TO GET TRAINING

Operating Engineers Training Institute of Manitoba (Union Local 987)  
Phone: 204-775-7059

<http://www.oe987.mb.ca/training/index.html>

Manitoba Heavy Construction Association  
Phone: 204-947-1379

<http://www.mhca.mb.ca/>

Visit the following websites to do labour market research on your job goal:

[www.labourmarketinformation.ca](http://www.labourmarketinformation.ca) (Source of above information)



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Winnipeg Transition Centre

1836 Main Street

Phone: 338-3899

## What is new and happening with the EARS Program

Six months have already gone by in our 2006-2007 contract and we have been busy! A variety of people have accessed our services. To date, 145 clients have attended our workshops and 77 of those have found employment in various industries including; customer service, administration, sales and production to name a few.

Our resource area has been hopping with over 600 visits from folks requiring our assistance with photocopying, faxing and using our public computers.

In the month of February, 2 employers contacted our center requesting information regarding the Employment Assistance Program to be sent to them in order assist with staff layoffs.

We will be delivering informational sessions to the Grade 12 students attending Kildonan East Collegiate at the end of April, as well as a second session planned for the parents and relatives of the students in May. Many thanks to Doug Krochak, the Coordinator for the CareerBridge program at the school for making the necessary arrangements and giving us this opportunity.

**Did you know that 85% of available positions are never advertised? Find out how you can tap into the hidden job market. Call the Winnipeg Transition Centre to register for the next orientation. Phone: 338-3899**



### Upcoming Event

WTC's Garage Sale

**Saturday June 9, 2007**

Second hand items, books, baking, and crafts ...

You name it!

Want to join the fun?

**BOOK A TABLE, OR DONATE STUFF**

Come for the day and sell your treasures.

We're looking for reusable items, baking, crafts, books...whatever!

**Call 338-3899 to sign up!**

**Barbara Starr** - Past participant of the EARS program is now EMPLOYED!

"I want to thank each and everyone of the staff at the WTC for the encouragement and support you gave me during my job search. You will always be remembered and deeply appreciated for this".

### Tips on Resume Writing

- ✓ Adapt your resume for the job you are applying for - you are the answer to the employer's needs
- ✓ Employers are more interested in past accomplishments rather than duties and responsibilities
- ✓ Use point form, not paragraphs
- ✓ Use action words. Avoid "I" or "My duties included" or "I was responsible for..."
- ✓ Use minimum number of words; avoid abbreviations
- ✓ Be neat, no errors in spelling, typing or punctuation
- ✓ Looks are important! Type with plenty of white space and wide margins to create a professional impression
- ✓ Keep it simple, clear and brief, 1 - 2 pages
- ✓ It is important that you write your own resume using your own words