



People On The Move

Winnipeg Transition Centre

www.winnipegtransitioncentre.com

Winter Edition 2007

NEWSLETTER

Is your New Year's Resolution to find work? We can help!!

The Winnipeg Transition Centre (WTC) is a non-profit organization committed to empowering unemployed individuals in the development and implementation of effective job search, self-marketing and career development techniques. WTC offers three areas of service:

FOR JOB SEEKERS - Employment Assistance Resource Services (E.A.R.S.)

Workshop facilitators and staff lead participants in writing an effective resume, preparing for interviews and accessing the hidden job market. This program is funded by Manitoba Competitiveness, Training and Trade. As a result our Employment Services are *FREE* to eligible individuals!

FOR EMPLOYERS - Free Referral Services

As we are always in contact with motivated, job-ready individuals, we also offer a free referral service for employers. This service allows employers quick access to a pool of skilled and motivated workers with a wide range of job goals.

PROFESSIONAL DEVELOPMENT

In partnership with University of Winnipeg and Humber College, WTC offers the following fee for service training:

- Career Employment Coach Certificate (CECC)
- Practical Workshop Facilitation Skills Certificate
- Learning to Live on Higher Ground, non-certified self-care workshop



Back row: left to right Maria Stapleton, Donna Koslowsky and Tracey Ediger
Front row: Jim Beaque, Helen Kilborne, Ron Bartlette and Judy Schau

Job Profile - GENERAL OFFICE CLERK

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

OUTLOOK FOR MANITOBA

"Employment prospects for general office clerks are expected to be good in the period 2006 - 2010.

They are found in almost all industry sectors. The highest concentrations are in Public Administration (26%), Health Care and Social Assistance (10%) and Finance and Insurance (9%)."

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

<http://mb.jobfutures.org/> (Source of above information)

www.labourmarketinformation.ca



People On The Move

Winnipeg Transition Centre

1836 Main Street

Phone: 338-3899

PREPARATION

PRACTICE

PERFORMANCE

The three P'S for a successful interview

Here are some "tips" that will help you to be prepared!

1. Research as much as you can about the organization- it's values, vision, and leadership. Use the Internet, speak to friends, and talk to people that work there.
2. Know your own skills and abilities as well as your specific strengths and weaknesses. Review this information against the job advertisements/job description.
3. Prepare and practice a number of likely questions that will be asked at the interview. Work with a friend and conduct a "mock" interview. If possible, videotape your performance so that you can review it prior to the interview. The Internet provides many sites with a variety of quality questions and desirable answers.
4. Dress appropriately for the position that you are interviewing for. Be comfortable, neat in appearance and well groomed.

To the WTC staff

"Thanks so much for all the support and encouragement you've given me over the past months. The initial training and help was important but I especially appreciated the ongoing support. You were there when I needed to call for advice, and your "checkup" calls were always so timely. The work you do is so valuable! Keep up the great work."

- Heather Tarry, now employed!

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!

Sweet and Spicy Job Search Chowder



Ingredients:

- 1 Calling Card
- 4 L Job Enthusiasm
- 1C Resume
- $\frac{3}{4}$ C Cover Letter
- 3 C Grade "A" Attire
- $\frac{1}{2}$ Tsp Job Objective
- 2 C Confidence
- 40 Phone Calls

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

Preparation:

Mix the confidence with enthusiasm in a separate bowl. Add a dash of humor. Mix all ingredients with a continuous motion. Now, pound the pavement and distribute cover letters and resume evenly. Keep checking until desired results.

Results: YOU ARE HIRED!!!