



THE UNIVERSITY OF
WINNIPEG



Winnipeg Transition
Centre

Resume Development Coach

Winnipeg Transition Centre 1836 Main Street
January 30 - 31, 2012 (8:30 – 4:00)

What Will You Learn?

- ✓ How to assist individuals identify skills to meet specific job goals using nine easy steps.
- ✓ How to question individuals to draw out skills and maximize skills, accomplishments and talents.
- ✓ How to layout resumes targeted to catch employers' attention.
- ✓ How to effectively analyze resumes using 20 important tips.
- ✓ How to work with an individual not for an individual.
- ✓ How to assist individuals see benefits of changing their current resume.
- ✓ How to determine best resume format for each individual.

Who Would Be Interested?

- ✓ Teachers / Adult Educators
- ✓ Employment Counselors
- ✓ Vocational Counselors
- ✓ Voc Rehab Counselors
- ✓ Job Developers
- ✓ Career Counselors
- ✓ Human Resource Consultants
- ✓ Assessment Coordinators
- ✓ Work Experience / Placement Coordinators

Career / Employment Coach Certificate

The Winnipeg Transition Centre jointly with the University of Winnipeg offers the Career and Employment Coach Certificate.

The Certificate is made up of the following four 2-day workshops:

- Resume Development Coach
- Career Planning Coach
- Interview Skills Coach
- Job Search Coach

Individuals must successfully complete all four workshops to receive the certificate.

Registration Form

Resume Coach
January 30 - 31, 2012 (8:30 – 4:00)

Name **Position**

Organization (If Applicable)

Street Address **City** **Prov.** **Postal Code**

Phone **Email** **Fax**

Cheque Enclosed
(Cheques Payable to: Winnipeg Transition Centre)

Invoice to:

**Please FAX or Mail your registration
ASAP To Ensure Your Seat!**

Registration Fees

The registration fee of **\$350.00** + \$17.50.00 GST (**\$367.50 total**) covers both the workshop and all materials. Fees listed are per individual registrant. Fees must accompany completed registration form. Refunds will be given for cancellations received **14 days prior to course date.**

Questions ???

If you have any questions please do not
hesitate to contact:

The Winnipeg Transition Centre
1836 Main Street,
Winnipeg, Manitoba R2V 3H2

Phone 1-204-338-3899

Fax 1-204-338-4299

E-mail:

info@winnipegtransitioncentre.com

**24.00 hours of CE credits approved by
(VRA Canada)**

The Vocational Rehabilitation Association of
Canada

Career / Employment Coach Certificate (CECC)

The Winnipeg Transition Centre in partnership with The University of Winnipeg is offering a Career and Employment Coach Certificate (CECC). CECC will provide workshop participants with intensive – hands on training that will build and enhance their ability to assist unemployed individuals.

The Certificate is made up of the following four 2-day workshops:

Resume Development Coach
Career Planning Coach
Interview Skills Coach
Job Search Coach

Individuals must successfully complete all four workshops to receive the certificate.