

Resume Development and Job Search Coach

April 2 - 5, 2012 (8:30 – 4:00)

Humber College North Campus, 205 Humber College Boulevard, Room B 106

Resume Development Coach

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

Job Search Coach

What Will You Learn?

- ✓ How to assist individuals to be proactive and creative in their job search.
- ✓ How to develop job seekers' calling cards.
- ✓ How to successfully contact employers.
- ✓ How to get job leads from the newspaper without using the "classifieds".
- ✓ How to create and design Work Proposals.
- ✓ How to promote creative "out of the box" thinking for individuals who are "stuck" in their job search.
- ✓ How to deal with difficult career coaching scenarios from workshop peers.

Career / Employment Coach Certificate

The Winnipeg Transition Centre in partnership Humber College is offering a Career and Employment Coach Certificate.

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

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

Individuals must successfully complete all four workshops to receive the Career / Employment Coach Certificate (CECC).

Registration Form

Resume & Job Search Coach
(April 2 - 5, 2012)

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 **\$900.00 + \$117.00 HST (\$1017.00 total)** covers both workshops. 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 (CECO)

The Winnipeg Transition Centre in partnership with Humber College is offering a Career and Employment Coach Certificate (CECO). CECO 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.