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The Winnipeg Transition Centre
Your Guide to Employment

How To Be A Better Resume Development Coach and Job Search Coach

Monday to Thursday, 8:30 - 4:00, October 27-30, 2008

Community Living Ajax, Pickering and Whitby

105 Consumers Drive Unit 12

Whitby, ON

Job Search Coach

What Will You Learn?

Wednesday and Thursday

- ✓ 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.

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

Resume Development Coach

What Will You Learn?

Monday and Tuesday

- ✓ 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

Register now!!

\$840.00 (\$800.00+ \$40.00 GST)

Winnipeg Transition Centre

The instructors at the Winnipeg Transition Centre have over 20 years collective experience in job search training and career development.

For information, please contact

Winnipeg Transition Centre

1836 Main St., Winnipeg, Manitoba R2V 3H2
Phone: 204-338-3899 Fax: 204-338-4299
E-Mail: info@winnipegtransitioncentre.com

Career / Employment Coach Certificate.

The Winnipeg Transition Centre in partnership with Humber College is offering a 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 Information

When and Where

Training will be held at Community Living Ajax, Pickering and Whitby 105 Consumers Drive Unit 12, Whitby, Ontario. The workshops will run Monday October 27th-Thursday October 30th 2008.

Registration Fees

The registration fee of **\$840.00** (\$800.00+ \$40.00 GST) covers both workshops. Fees must accompany completed registration form. Refunds will be given for cancellations received 14 days prior to course date.

Payments must be received 2 weeks before the workshop. (October 13, 2008).

Career / Employment Coach Certificate (CECC)

The Winnipeg Transition Centre in partnership with Humber College 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.

Registration Form

Name: _____

Position: _____

Organization: _____

Address: _____

City: _____

Province: _____ Postal Code: _____

Phone: _____ Fax No.: _____

E-Mail: _____

Work Shop Name:

Workshops

Resume and Job Search Coach
(October 27 - 30, 2008)

Method of Payment:

Cheque Enclosed
(Cheques Payable to: Winnipeg Transition Centre)

***24.00** hours of credits for RRP designation approved by:

**The Canadian Association of
Rehabilitation Professionals Inc.
(CARP).**

Questions

If you have any questions please do not hesitate to contact Jana Usiskin at The Winnipeg Transition Centre 1836 Main St., Winnipeg, Manitoba R2V 3H2
Phone: 204-338-3899 Fax: 204-338-4299
E-Mail: info@winnipegtransitioncentre.com