



## The Work Room Career Resource Centre Can Support You!

**2012 – 2013 Handbook**



For More Information Contact:

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\*\*Access to job banks and resume writing  
services for residents in St. Stephen and  
surrounding areas\*\*

[www.careersthathwork.ca](http://www.careersthathwork.ca)



## THE WORK ROOM

The Work Room is a state-of-the-art career resource centre that is open to all students and members of the public. Resume writing, internet job search and career planning through an extensive resource library are some of the **FREE** services available.

There are six Work Rooms located in High Schools. St. Stephen High School, Fundy High School, Simonds High School, Kennebecasis Valley High School, Belleisle Regional High School and Sussex Regional High School. All of the centres are made possible through the partnership of the Department of Post Secondary Education, Training and Labour and The Anglophone South School District.

Each Work Room has a coordinator dedicated to the operation of the centre and to serve the communities career information needs. The coordinator provides group workshops and one-on-one consultation tailored to the specific informational needs of the individual. The coordinator collaborates with other career practitioners such as guidance counsellors with the Department of Education, employment counsellors with the Department of Post Secondary Education, Training and Labour and counsellors from post secondary institutions such as community colleges and universities. This ensures the information is accurate so that people can make qualified career decisions. The Work Rooms are completely non-partisan and do not recruit for any post-secondary institution or industry.

The Work Room career resource centres are open weekdays from 8:30 AM until 4:30 PM year round. Consult your local centre for any changes to these hours of operation.

Students and all members of the general public can access the centres by appointment or drop-in.

[www.careersthathwork.ca](http://www.careersthathwork.ca)

## **Free services available through The Work Room**

- Internet access for job search, resume writing and career research.
- Access to multimedia career planning tools (ie: Career Cruising).
- Publications and multimedia information on post-secondary training opportunities
- Workshops and special training events
- Networking opportunities with local businesses, government and community service groups
- One-on-one consultation to help you find the answers you are looking for!

## **Some online resources to get your career plan started**

### 1. Getting Started/Identifying Interests

[www.canlearn.ca](http://www.canlearn.ca)

[www.youth.gc.ca](http://www.youth.gc.ca)

### 2. Researching Careers

[www.hrsdc.gc.ca/eng/workplaceskills/sector\\_councils/listsectorcouncils.shtml](http://www.hrsdc.gc.ca/eng/workplaceskills/sector_councils/listsectorcouncils.shtml)

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

### 3. The Six Post-Secondary Destinations

[www.setyourownpace.org/Destinations.html](http://www.setyourownpace.org/Destinations.html)

### 4. Essential Skills

[www.hrsdc.gc.ca/eng/workplaceskills/essential\\_skills/general/home.shtml](http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/home.shtml)

### 5. The Job Search

[www.jobbank.gc.ca](http://www.jobbank.gc.ca)

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

## **Activities, Workshops and Special Training Events Offered by the Work Rooms**

### ***Interactive Workshops***

#### **1) PACE Career Planning System**



The PACE (Plan to Achieve Career Excellence) career planning system is available as a workshop series for students and members of the public who are developing the next step in their career plans. It is also available as a workshop to provide parents with free resources they can use with their children.

**Duration: 50 – 60 minutes**

**Target Audience: Grade 11 Students, General Public**

#### **2) Career Cruising**



Career Cruising is an online, interactive career resource designed for people of all ages. You can use it to find a career that matches your interests, explore different career options, or plan future education and training.

**Duration: 50 – 60 minutes**

**Target Audience: Middle School Students, High School Students, School District Staff, General Public**

#### **3) Personality Dimensions**

Personality Dimensions® is a group workshop that can help people build self-awareness, self-esteem, develop effective communication strategies and assist them in making career decisions.

**Duration: 2.5 – 3 hours**

**Target Audience: High School Students, School District Staff, General Public.**

#### **4) Identifying Interests**

People who are the most successful in their careers are those who love the work they do. So how do you find work you will enjoy? You start first with your interests....make a list of things you like to do (ie: hobbies, skills, etc.).

**Duration: 50 – 60 minutes**

**Target Audience: Grade 6 – 12 Students, General Public**

#### **5) Researching Careers**

Once you have established your interests, skills and personal goals you are ready to begin developing a plan to match those interests to possible career options.

**Duration: 50 – 60 minutes**

**Target Audience: Grade 6 – 12 Students, General Public**

**6) The Six Destinations**

Once established a career plan (or at the very least a career goal), it is time to start acting on it. They have basically six options, or destinations that can lead you towards your career goal. Apprenticeship, Community College, Military, Private Training, University and Direct to work/ Starting your own Business.

**Duration: 50 – 60 minutes**

**Target Audience: Grade 6 – 12 Students, General Public**

**7) Workplace Essential Skills**

Essential Skills are the skills needed for work, learning and life. They provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change.

**Duration: 50 – 60 minutes**

**Target Audience: Grade 6 – 12 Students, General Public**

**8) The Job Search Strategies – Cover Letter, Resume Writing, and Interview Skills Workshop.**

The Work Room coordinators can also help you develop effective cover letters and Resumes for your job search. Being prepared for the job interview is key. It's an opportunity for job seekers to demonstrate their knowledge, skills and abilities in an interview.

**Duration: 60 minutes**

**Target Audience: Grade 9 – 12 Students, General Public**

**9) Future Employment Outlooks –** As workroom coordinators we are in a position to help your students plan their future. Through the website [www.workingincanada.ca](http://www.workingincanada.ca) students can access valuable occupational information that can help them make career choices.

**Duration: 20 minutes**

**Target Audience: Grade 9 – 12 Students, General Public**

**10) Scholarships -** The college / University application and scholarship process can be overwhelming but it doesn't have to be. We can assist students how to actively research and learn how to get money for post-secondary education or advise students about finding and winning scholarships.

**Duration: 20 minutes**

**Target Audience: Grade 11 – 12 Students, General Public**

**11) Student Loans –** Review the student loan application form, types of funding offered (Non-Loan Funding Grants), parental contribution, notice of assessment and maintaining your eligibility.

**Duration: 20 minutes**

**Target Audience: Grade 11 – 12 Students, General Public**

12) **The Hidden Job Market** - What is this market, and why is it hiding? It's not as mysterious as it sounds. The hidden job market is composed of positions for which there is no advertised vacancy. In this presentation we will review how these positions can become available and found.

**Duration: 30 minutes**

**Target Audience: Grade 11 – 12 Students, General Public**

13) **Financial / Money Management** - Education is the very first step to effective money management. CCSAC (Credit Counselling Services of Atlantic Canada) can help. Customized workshops, presentations and seminars will teach youth/parents how to handle and understand their finances.

CCSAC equips students with the information to make sound financial decisions. Presentation covers a variety of topics geared towards youth, such as:

- Managing your money
- Learning to budget
- Looking at your expenses
- How to save
- Putting a roof over your head
- Planning for the future

**Duration: 50 - 60 minutes**

**Target Audience: Grade 11 – 12 Students, General Public**

14) **Computer Training** - Online learning opportunities to anyone who wants to improve the technology, literacy and math skills needed to be successful in both work and life. By delivering over 750 different lessons **ABSOLUTELY FREE**, GCFLearnFree.org is a worldwide leader in online education.

**Duration: 30 minute tutorial**

**Target Audience: Students and General Public**



**We can customize a workshop, training seminar and presentations on many career-related topics to meet your classroom, school or teacher needs!**

## Special Projects and Events

### 1) Job Fest Event

Job Fest is a career planning activity that provides grade 11 students with information to help them to successfully apply their education, interests and skills to opportunities in the workforce. Practical workshops, resources and networking opportunities set a stage where students can think about, explore and prepare for their careers.



### 2) Post Secondary Day

Grade 11 students from Hampton High School, Belleisle Regional High School and Sussex Regional High School will attend a walkabout in the gymnasium where they will have the opportunity to visit representatives from Universities, Community Colleges, Private Institutions, Military, as well as Apprenticeship and Certification. Students will also be able to attend Information Sessions from a representative of one of the six destinations. These 30 minute sessions will benefit the students on the different paths to success after graduation from high school and encourage them to begin planning for their careers.

### 3) Guest Speakers and Presenters

We can facilitate bringing in special guest speakers to your group from local businesses or Government Organizations to speak on various businesses topics. Other activities and projects can also be coordinated in conjunction with the guest speaker's visit.

### 4) Webinars

Please visit our website at [www.careersthatwork.ca](http://www.careersthatwork.ca) for information regarding our webinars.



## **Each of our Career Resource Centres Include:**

### **Friendly, Knowledgeable Staff**

Our Work Room Coordinators can assist you with career guidance, help in finding work, or assist you using the resources available in our centres!

### **Boardroom/ Meeting Room**

Can't find a boardroom or classroom to hold your meetings? Our boardroom is available for community meetings, with audio/visual equipment, smart boards, laptops, web camera and laptop computers at your disposal for career training or presentations!

### **Computers**

Our computers are free to use and have high-speed internet connection.

### **Photocopier**

Use our photocopier to make copies of your resume, cover letters and more!

### **Fax Machine**

Need to fax your resume or application? No problem!

### **Newspapers and Magazines**

Keep up to date with the latest news, job ads, and labour market info with our newspapers and magazines.

### **Business Resources**

We have books and resources on a variety of business-related topics that you can use.

### **Post-Secondary Resources**

Looking for brochures on a College, University, Private Training, Military or Apprenticeship or owning your own business? Feel free to browse our literature on any of the post-secondary institutes or SEED application, student loan application, scholarships...we have it all.

### **Public Postings**

Our bulletin boards have the latest local job ads and labour market and career information specifically for your local area!

### **Audio/Visual Equipment**

We have different types of audio/video equipment and resources such as videos on different career-related topics that teachers may use for classrooms presentations.

THANK YOU!

Please do not hesitate to contact

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