

The Work Room Career Resource Centre  
Can Support You!

**2012 – 2013 Handbook**



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

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## About Us

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 throughout Southwestern New Brunswick: 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 a partnership between 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 community's career information needs. The Coordinator provides group workshops and one-on-one consultation tailored to the specific informational needs of the individual. As well, the Coordinator collaborates with other career practitioners such as Guidance Counselors with the Department of Education, Employment Counselors with the Department of Post-Secondary Education, Training and Labour and counselors from post-secondary institutions such as community colleges and universities. This collaboration enables Coordinators to stay current with the information needs of these agencies so as to help clients identify and access the information needed to have an effective meeting with their counselor. 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 for self-service access weekdays from 8:30 am until 4:30 pm year round. Appointments are required for one-on-one consultation. Consult your local Work Room to confirm hours of operation.

Work Room coordinators can be reached through the main line (506) 643-3330 or contact information listed on the website below.

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

## Resources

Each of our Career Resource Centres Include:

### **Friendly, Knowledgeable Staff**

Our Work Room Coordinators can assist you with identifying and accessing the career information and resources needed for career planning, career development and job searching.

### **Computers**

Our computers have high-speed internet connection and are free to use for career planning and job search activities.

### **Photocopier**

Resumes and cover letters can be copied free of charge!

### **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.

### **Lending Library**

An extensive lending library is available at The Work Room, Simonds High School. DVDs, curriculum kits and print resources are available in a wide variety of topics including *Career Exploration and Planning*, *Work Preparedness*, *Job Search*, *Work Success*, *Social Skills*, and *School Success*. Email to [Tamara.Beatteay@nbed.nb.ca](mailto:Tamara.Beatteay@nbed.nb.ca) or [sasha.mckenzie@nbed.nb.ca](mailto:sasha.mckenzie@nbed.nb.ca) for a complete list of resources with description. Ask your Work Room Coordinator how you can access these resources through your local centre.

### **Post-Secondary Resources**

Looking for brochures on College, University, Private Training, Military, Apprenticeship or owning your own business? Feel free to browse our available literature!

### **Public Postings**

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

## **Free Services**

- 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!

## **Career & Education Fairs**

### **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**

#### **Students**

Grade 11 and 12 students will attend this event to meet with representatives from approximately sixty institutions of higher learning. Representatives from universities, colleges, specialist schools and private institutions from across the Atlantic Provinces, Ontario, and the State of Maine will be in attendance as well as representatives from the Canadian Armed Forces and Apprenticeship and Certification.

#### **Public**

A Public Information Session is also held in the evening, allowing attendees to meet with representatives from the various institutions. There is no admission cost.

## Workshops and Training Events

### Webinars

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

### Interactive Workshops

#### **PACE: People in Career Transition**



This 1 hour workshop is designed to provide a framework that will help people develop and execute an effective career plan whether it be specific to finding employment or a complete career overhaul.

#### **PACE: Parent/Coach Workshop**

This 1 hour workshop gives parents, and other individuals in a coaching role, the resource tools, information and strategies they need to act in a career coach capacity for their children.

#### **Intro to PACE for Students**

This 1 hour presentation is designed to introduce students to a framework for career planning that they will be able to use immediately and throughout their lives.

#### **PACE for Students**

This 2 hour presentation provides an in-depth look at a powerful framework for career planning. Students will have an opportunity to explore some of the associated resource tools and to begin 'PACEing' their own plan.

*(This workshop can be delivered in two 50 minute classes)*

### Identifying Interests

#### **I Don't Know What I Want to Do...**

focuses on the first phase of career planning – identifying one's interests, skills and abilities to reveal possible career options. Participants will begin the process of identifying their interests, be exposed to resources that will help them to further explore their interests, and start mind-mapping interests to reveal potential career options.

**Duration:** 1 Hour

**Target Audience:** High School Students, General Public

#### **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

## Research

### **How to Effectively Research Occupations**

This hands-on workshop introduces participants to the tools and information necessary to complete an effective research of an occupation. Using these tools, participants will begin researching occupations of interest to them.

**Duration:** 1 hour

**Target Audience:** High School Students, General Public

### **Career Cruising**

#### Career Cruising

This hands-on workshop will take participants on a tour through the Career Cruising career guidance and planning system. Participants will develop their own on-line portfolio which they will be able to access from anywhere at any time.

**Duration:** 1 hour

**Target Audience:** High School Students, Teachers, General Public

## Planning

### **6 Destinations**

This interactive workshop introduces participants to the 6 Destinations available after high school. Using a variety of scenarios, participants are challenged to identify all of the possible post-secondary destinations open to them. Participants will realize that they do have options and that the 'best destination' for them will depend on their future goals and present circumstances.

**Duration:** 1 hour

**Target Audience:** High School Students, Teachers, General Public

### **Scholarships**

A scholarship can lighten the financial burden of attending an education or training program. In this workshop, participants will learn how to search for and position themselves for scholarships, how to write an application letter and tips to consider when compiling the application.

**Duration:** 1 hour

**Target Audience:** High School Students, Parents, General Public

## Essential Skills

### **Planning to Improve**

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. In this workshop, participants will self-assess their essential skills and explore tools and resources for improvement.

**Duration:** 1 hour

**Target Audience:** High School Students, General Public

### **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:** General Public

## Job Search

### **Resume Writing**

This hands-on workshop will introduce participants to the layout and writing of achievement-based, skills-targeted resumes. Participants will begin drafting their own resume.

**Duration:** 2 hours *(This workshop can be delivered in two 1-hour sessions)*

**Target Audience:** High School Students, General Public

### **Cover Letter Writing**

This hands-on workshop will help participants to identify the key pieces of information required in any cover letter and provide tips on acceptable ways to make their letter stand out in a crowd. Participants will draft a cover letter on site.

**Duration:** 1 hour

**Target Audience:** High School Students, General Public



## **Job Search (Continued)**

### **Portfolio**

What is a portfolio? How do I create one? These questions and more will be addressed in this 2 hour hands-on portfolio workshop. Participants will be required to bring with them a copy of their resume and any awards, certificates, diplomas, letters of reference, proof of credentials (such as 1<sup>st</sup> Aid Certificate), samples of past work, etc. A complete list of documents will be made available to participants prior to the workshop.

**Duration:** 2 hours *(Can be delivered in two 1-hour sessions)*

**Target Audience:** High School Students, General Public

### **Interview Skills**

This workshop introduces participants to the Behavioural Interview, one of the most common interview formats used. Participants will learn how to frame their success stories using the STARR method for effective communication and will practice responding to some of the most commonly asked questions using the STARR format.

**Duration:** 1 hour

**Target Audience:** High School Students, General Public

### **Tapping the Hidden Job Market**

80% of all job opportunities are often filled before there is ever a need for advertising, and when competition is at its lowest point. In this workshop, participants will learn how to identify and market themselves towards hidden opportunities and will begin a plan of action.

**Duration:** 2 hours

**Target Audience:** High School Students, General Public

### **Networking Skills**

This interactive workshop is designed to help participants recognize the importance of developing a strong network for a successful career. Participants will be introduced to a variety of self-marketing tools and will create and test their own personal pitch during the workshop.

**Duration:** 1 hour

**Target Audience:** High School Students, General Public

## Lunch & Learn Series: Work Place Basics

The following presentations are designed to introduce participants to the basic information needed to succeed in the workplace. Participants will be issued a **Certificate of Participation** for each presentation attended and will be shown how to include this professional development experience in their resume for greatest impact. Presentations are approximately 60 minutes in length. All materials will be provided.

Visit [www.careerthatwork.ca](http://www.careerthatwork.ca) to view the *Lunch & Learn Series* schedule.

### **Business Ethics on the Job**

This presentation is designed to introduce participants to the basic ethics necessary for successful employment as well as providing a decision-making framework for thinking through an ethical dilemma. Through video and interactive activities, participants will explore a variety of workplace ethical dilemmas focusing on integrity, loyalty, honest, responsibility, empathy, confidentiality and respect.

### **Workplace Communication**

Many employees who fail to communicate effectively lose their jobs or find themselves overlooked for advancement without ever fully realizing why. This presentation is designed to give participants the information needed for effective communication in the workplace.

### **Team Work on the Job**

This introduction to exploring the nature of teamwork and its specific attitudes and problems can help prospective workers succeed on the job.

### **Problem Solving on the Job**

The ability to solve problems is one of the most highly valued skills in the workplace. Through video and interactive activities, this presentation provides participants with a problem solving framework for thinking through and responding to problems.

### **Conflict Management in the Workplace**

The ability to manage conflict can help you to create a more peaceful environment and can often lead to positive improvements in the workplace as well as personal development. Through video and interactive activities, participants will be exposed to the key steps to resolving conflict.

### **Presenting a Professional Image**

The Presenting a Professional Image presentation is designed to introduce participants to appropriate dress and projecting a professional image. The first video, *Looking Great at Work*, demonstrates the four levels of business casual and when each is appropriate. The second video, *Professional Image*, discusses how our attitude and other attributes and choices reflect our image in the workplace.

### **Introduction to Customer Service**

This interactive presentation introduces prospective employees to basic customer service etiquette along with telephone and reception skills.

### **Job Searching in the Information Age**

According to Skip Freeman, author of 'Headhunter' Hiring Secrets, "*The rules of the hiring game changed in 2009... FOREVER!*" This presentation provides an overview to the top 10 'new rules' of the hiring game and how The Work Room can help you prepare!



**We can customize workshops, training seminars and presentations on many career-related topics to meet your needs! Ask your local Work Room Coordinator for more information.**

## ***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)

For more information or to book an appointment, contact:

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