




Employment Services

Spryfield Center - 349 Herring Cove Road, Unit 105, Halifax, NS B3R 1V9

Phone: (902) 477-5011 Fax: (902) 477-0227

APRIL 2010

Monday	Tuesday	Wednesday	Thursday	Friday	Job Search Workshops:	Computer Workshops:	Services/Resources:
			1	2 CLOSED	<p><u>Skills Identification /Resume Writing</u> - Identify your skills and qualifications to create an effective, up-to-date Resume that WORKS!</p> <p><u>Cover Letters</u> – Write an effective cover letter that will GRAB the employer’s attention.</p> <p><u>Acing The Interview</u> – Build your confidence with interviews and learn how to answer those difficult questions. Schedule a MOCK INTERVIEW!</p> <p><u>PLAR Portfolio Development Program</u> – Develop a Skills and Learning Portfolio.</p> <p>Call 477-1673, or visit our centre to register for the workshops.</p>	<p><u>Job Searching on the Internet</u> - Basic computer skills and accessing Job Search Sites and Labour Market Information.</p> <p><u>Intro to MS word</u> - Create, format, and save a document using Microsoft Word</p> <p><u>Emailing</u> - Set up a FREE Email account, sending emails and resume attachments</p> <p>NEW! <u>Intro to Excel</u> - Organize your job search by setting up and using a basic spreadsheet. *****</p> <p>Employment Development Services:</p> <ul style="list-style-type: none"> - Employment Counseling - Job Search Coaching - Target Wage Subsidy - Job Creation Program - Skills Development <p>Funding</p> <p><i>Call 477-0379 to meet with the Employment Development Officer.</i></p>	<ul style="list-style-type: none"> * High Speed Internet for job searching * Computer Access for creating resumes and cover letters * Job Postings * Photocopier and Faxing Services * Telephone access for making local calls * Resource information on resumes, cover letters, and interview preparation * Assistance with setting up a FREE Email account * PLAR Portfolio Development Program * Information on Programs and Training Opportunities * Information on local Resources and Community Organizations
5 CLOSED	6 9 am - 12 pm Skills ID/ Resume Writing	7	8 9 am - 12 pm Job Searching on the Internet	9			
12	13 9 am - 12 pm Cover Letters	14	15 9 am - 12 pm Intro to MSWord	16			
19	20 9 am - 12 pm Skills ID/ Resume Writing	21	22 9 am - 12 pm Intro to Emailing	23			
26	27 9 am - 12pm Acing the Interview	28	29	30	<p>Hours: Monday to Friday 9 am - 4 pm Thursdays 12 pm – 4 pm</p>	<p>Sponsored by  Department of Labour and Workforce Development</p>	