

March 2010



Labour Market Information Lab

We will show you how to access Labour Market Information on specific occupations or industries that interest you. Find out about who is hiring, employment prospects, salary and wage information, occupational profiles and education/ training programs.

Keyboarding

In this workshop you will use a computer based software program to improve keyboarding and typing skills needed to create and edit resumes & cover letters.

Coping With Job Loss

This workshop will allow you to explore the nature of job loss and the impact it has; how to plan and apply coping strategies; and discussion on ways to move forward from the experiences of job loss.

WHMIS

Generic WHMIS (Workplace Hazardous Materials Information Systems). Certificate provided.

Resume Critique

Book a half hour appointment to receive advice on how to improve your resume.

MSWord Level II

If you have taken "Intro To Basic Computer Use" this session will expand on your skills using MSWord in your job search. Topics will include: creating tables, columns, headers/ footers; file management using folders; and merging documents into one file.

Tracking Your Job Search Using Spreadsheet (Excel) Software

This workshop will introduce you to the basics of Excel, including how to create a budgeting spreadsheet and how to use a Job Search Log.

Using Presentation Software (PowerPoint) in Your Job Search

This workshop will introduce you to the features of PowerPoint and how to create a basic PowerPoint presentation.

Choices

Choices is a self-directed computer software program designed to assist you with exploring career choices. Call to book an appointment. This process takes approximately 2 1/2 to 3 hours to complete.

**Job Junction is funded by
Employment Nova Scotia**

Mon	Tue	Wed	Thu	Fri
1	2 Tracking Your Job Search Using Spreadsheet Software 9:00-12:00	3	4	5 Labour Market Lab 9:00-12:00
8	9	10	11 WHMIS 9:00-12:00	12
15	16 Using Presentation Software In Your Job Search 9:00-12:00	17	18 MSWord Level II 9:00-12:00	19 Keyboarding 9:00-12:00
22	23	24	25 Tracking Your Job Search Using Spreadsheet Software 9:00-12:00	26 Labour Market Lab 9:00-12:00
29	30 Coping With Job Loss 9:00-12:00	31		

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Open Monday, Tuesday, Thursday and Friday 8:30-4:30
Open Wednesday 9:30-4:30