

Laid off? We are Here to Help!

**Worker  
Support  
Centre**

**Centre  
d'appui aux  
travailleurs**

Au Chômage? Nous pouvons vous aider!

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## Welcome! Laid off? We are here to help!

Resources available for workers affected by the recent down turn of the Economy:

- ✓ Referrals to Community Services
- ✓ Referrals to Employment Service Providers
- ✓ Peer Helper Support
- ✓ Non-Threatening & Supportive Environment
- ✓ Active Job Board Identifying Employment Opportunities
- ✓ Application Support
- ✓ Free Photocopy and Fax Services
- ✓ Computer Workstations with Free Internet Access
- ✓ Workshops and Information Sessions



## LEARN ABOUT YOUR FINANCIAL RIGHTS AND RESPONSIBILITIES!

Meet with a Credit Counsellor at the Worker Support Centre:

- ❖ Explore your options
- ❖ Relieve stress by taking action
- ❖ Learn how to handle debt
- ❖ Gain valuable budget tips
- ❖ Know your rights
- ❖ It's a FREE service

**Call the Worker Support Centre at  
222-4118 to schedule your confidential  
appointment!**

**CHECK OUT OUR NEW WEBSITE!**  
[www.workersupportcentre.com](http://www.workersupportcentre.com)

## SUCCESS STORY

"I first came into the Worker Support Centre in October 2009 after seeing their advertisement. Being laid off, I was in need of help with my resume and job search. That's when I first met Peer Helper Reg at the centre. I would stay in frequent contact with him by calling or visiting him at the centre."

"I used the centre a lot and Reg was very helpful over this time. He helped me update and fax resumes, assisted me with some online applications and to look through the active job board. Everyone at the centre was very supportive and encouraging. It was through general networking and speaking with the Peer Helpers and participants at the centre that gave me a job lead with a local company in Sudbury. I'm extremely thankful for all of the help I received from Reg and the Worker Support Centre."

The Worker Support Centre would like to wish Conrad all the best with his new employment. It is due to Conrad's hard work, determination and persistence with using the centre that led him to his employment.

## InfoMine now accessible at the Worker Support Centre!

- ✓ Find new mining jobs (through searches) internationally
- ✓ Register at the Worker Support Centre and provide an electronic copy of your resume to apply for positions through INFOMINE

## MONTHLY HOT TIPS – Effective Job Searching

- ✓ **First Impressions.** Looking, speaking and acting professionally help to make a terrific first impression.
- ✓ **Follow-up.** In addition to sending your resume, make follow-up calls and even stop in the office to speak with a manager when possible.
- ✓ **Interviewing.** Be on time for the interview. On time means five to ten minutes early. If need be, take some time to drive to the office ahead of time so you know exactly where you are going and how long it takes to get there.
- ✓ **Job Fairs.** Attend these events even when you are not necessarily looking for a job to see what opportunities are out there, and to gain a perspective on where you fit in the job market.
- ✓ **Keep Track.** Keep track of everything you are doing. Using a simple Excel spreadsheet is often helpful.
- ✓ **Your Resume.** Write it until its right. Think, write, think some more, rewrite, proofread, get feedback and rewrite.
- ✓ **Meaningful Work.** Explore your passion, identify a new direction, and take action to create a career that leaves you energized and excited.
- ✓ **Say Thank You.** Try to send your thank-you note within 24-48 hours of your interview or meeting. The note may be handwritten, word-processed, or emailed.
- ✓ **Stay On Top of the News.** Be aware of the latest business news in your community or the city where you want to work.
- ✓ **Don't Give Up.** Keep plugging away at your job search and the right position will come along. Stay positive and focused.

Source: About.Com Job Searching



EDUCATIONAL & WORKPLACE TRAINING CENTRE  
124 Cedar Street 4th floor, 677-0432

CRFPS  
SVRC Educational & Workplace Training & the Worker Support Centre are hosting:

### FREE Computer Training

At the Worker Support Centre  
Fridays: February 12th, 19th, 26th @ 1pm - 4pm

Gain BASIC Practical Computer Skills:

- How to navigate the Internet
- How to set-up an E-mail account
- How to find jobs on the computer/ searching the job bank
- How to retrieve your resume from a memory stick or your computer
- How to post your resume on Internet job search sites and Employer websites
- How to send your resume via E-mail for a job posting

Class size is limited so **REGISTER** now by calling the Worker Support Centre at 222-4118

### Community Profile:

#### St. Albert's Adult Learning Centre

St. Albert's offers secondary school credit courses leading to an Ontario Secondary School Diploma:

- If you are at least 18 years of age
- Drop off a copy of your high school transcript
- The fee is \$60 + \$20 administration fee and a \$40 refundable book deposit
- Continuous intake (start anytime)
- A variety of credits from grade 9 to 12
- Transportation allowance for those under 21
- Co-operative education – keep your job, get paid and earn credits towards your diploma
- PLAR - Prior Learning Assessment & Recognition (earn up to 16 credits in as little as 1 month)
- Correspondence – Secondary school credits may be completed from home
- NEW! Microsoft Certification
- Literacy & Basic Skills – for adults seeking to improve their reading, writing, math and computer skills

For more information call (705) 673-3031

### Questions about E.I.?

Service Canada is available every Thursday  
12:00pm – 4:00pm at the Worker Support Centre  
No appointment necessary!