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January 2020 Newsletter

Opportunity Place is a Nova Scotia Works Employment Service Centre. We are here to help you with career planning, job searching and on-the-job support at your convenience.

Our team can introduce you to a variety of programs and services that will help you achieve your career goals. All of our services may be accessed in person, over the phone or through online applications. We also work with Nova Scotia's employers to assist with recruitment, planning and Human Resources support.

Employment Support Services Offered at Nova Scotia Works

We are here to assist you with your employment plan!

- ♦ Identify Your Employment Needs
- ♦ Career Decision Making Assistance
- ♦ Job Search Workshops
- ♦ Self-Assisted Job Search Centre & Computer Access
- ♦ Telephone Access for Job Search
- ♦ Learn About Workforce Trends
- ♦ Information on Training & Self-Employment Options
- ♦ One-on-One Employment Support
- ♦ Referrals to Other Agencies

All services are free, We are here for you!
STARTING JANUARY 1ST,
OUR NEW HOURS OF OPERATION
Monday to Friday 8:30 AM - 4:30 PM

Inside this Edition:

- ♦ January Workshop Calendar & Descriptions
- ♦ Find Us on Social Media
- ♦ Featured Workshop
- ♦ Holiday Closure
- ♦ Opportunity Place Board of Directors Recruitment
- ♦ Service Dog Notices
- ♦ National Braille Literacy Month



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January 2020 Workshop Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
		1 New Year's Day Office Closed	2	3
6 Competitive Job Search 9:30 – 12:30 Transferable Skills 1:00 – 4:00	7 Resumes 1 9:30 – 12:30 Resumes 2 1:00 – 4:00	8 Resumes 3 9:30 – 12:30 Resumes 4 1:00 – 4:00	9	10 Social Media 9:30 – 12:30
13 Career Planning 1 9:30 – 12:30 Career Planning 2 1:00 – 4:00	14 LMI General 9:30 – 12:30 LMI Specific 1:00 – 4:00	15	16 Interviews 1 9:30 – 12:30 Interviews 2 1:00 – 4:00	17 Career Planning 3 9:30 – 12:30 Stress Management 9:30 – 12:30
20	21 Competitive Job Search 9:30 – 12:30 Transferable Skills 1:00 – 4:00 Exploring Self-Employment 1:00 – 4:00	22 Resumes 1 9:30 – 12:30 Resumes 2 1:00 – 4:00 Self-Esteem 9:30 – 12:30	23 How to Succeed in the Workplace 9:30 – 12:30 Personality Dimensions 9:30 – 12:30	24 Resumes 3 9:30 – 12:30 Resumes 4 1:00 – 4:00
27 LMI General 9:30 – 12:30 LMI Specific 1:00 – 4:00	28 Managing Change 9:30 – 12:30	29 SMART Goals 9:30 – 12:30 Navigating Mental Health Resources 9:30 – 12:30 Disability in the Workplace 1:00 – 4:00	30 Interviews 1 9:30 – 12:30 Interviews 2 1:00 – 4:00	31

Follow us on social media for regular job postings and event notifications!



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Workshop Descriptions	
<u>Career Planning (3-part workshop)</u> Develop a self-inventory by evaluating your skills, abilities, interests and work values.	<u>*New* Navigating Mental Health Resources</u> Want to learn more about mental health resources in the community? Come join our monthly orientation where we will explore mental health resources in HRM, as well as online resources. The purpose of this workshop is to provide an overview of services in the community with contact information. The orientation will include a hands-on demonstration on how to use the 2-1-1 website.
<u>Competitive Job Search Strategies</u> Put yourself in an employer's shoes and gain insight on how jobs are filled in today's labour market. Find out about the hidden job market and how to get your foot in the right doors.	
<u>Disability in the Workplace</u> This workshop provides helpful tips for disclosing a disability, as well as requesting workplace accommodations. The rights and responsibilities of employees and employers are also discussed.	<u>Personality Dimensions</u> Explore your own personality traits and how personalities might interact in the workplace. This information is useful in making informed career decisions and researching suitable working environments.
<u>Exploring Self-Employment as A Career Option</u> Have you ever thought of creating your own employment? This workshop will introduce you to the pros and cons of self-employment, as well as tools and resources.	<u>Resumes for Results</u> Learn how to construct visually appealing and targeted resumes and cover letters that will get noticed by employers. Learn about formatting and how to market your skills.
<u>How to Succeed in the Workplace</u> Learn how to maintain employment and be successful in the workplace. Gain a better understanding of employer expectations and the qualities required to be a successful employee.	<u>Self-Esteem</u> Learn how to sell yourself and explore the process of building self-esteem. This workshop will help you to measure your self-esteem, and develop self-esteem boosters.
<u>Interviews Part 1 & 2</u> Open, manage, and close an interview – learn appropriate responses to difficult interview questions. Learn how to respond with confidence to behavioral and situational interview questions.	<u>SMART Goals</u> A successful job search is more than knowing what you want to do, you need a plan on how you will get there. SMART goals put you on the path to success by creating clarity, focus and intention for reaching your ideal career.
<u>Labour Market Information (General & Specific)</u> Examine trends in the labour market to make informed decisions about your job search and employment path.	<u>Social Media & Job Search</u> Learn the role of social media as a way to connect with companies and individuals. This workshop will provide an overview of how to use social media effectively in your job search to uncover potential job leads.
<u>Managing Change</u> Examine how change affects employability and develop strategies to cope with the challenges of being between jobs.	<u>Stress</u> What are the warning signs and impacts of stress? Assess how well you manage stress and learn ways to improve.
<u>Transferable Skills</u> Identifying your transferable skills will help support your resume development, as well as define and expand your job search. Explore alternative work options related to your current skills.	



Service Dog on Site

Please be advised that Opportunity Place has a service dog on site.

If being around a dog is any cause for concern, please let our staff know.

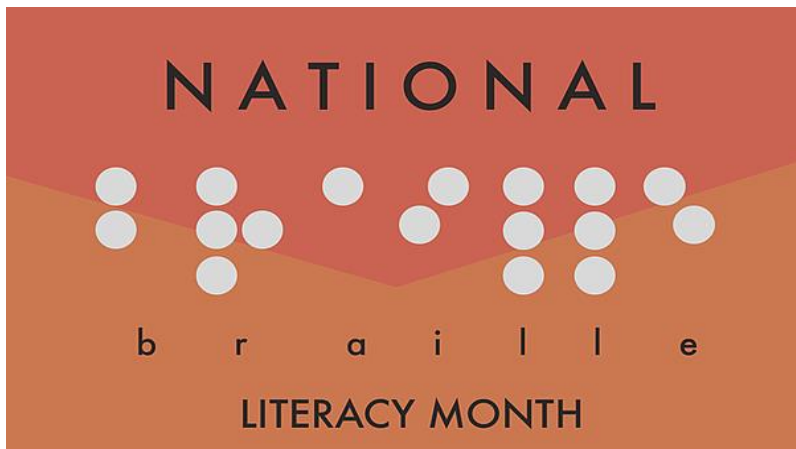
Opportunity Place is an inclusive space for staff and clients.

Featured Workshop

DISABILITY IN THE WORKPLACE



This workshop provides helpful tips for disclosing a disability, as well as requesting workplace accommodations. The rights and responsibilities of employees and employers are also discussed.



National Braille Literacy Month is recognized each year during the month of January to help promote the importance of the Braille system to the blind and partially sighted community.

**Nova Scotia Works - Opportunity Place will be CLOSED on January 1st
in observation of NEW YEAR'S DAY.**

Our office will re-open on Thursday, January 2nd for regular business hours.



No Scents Makes Sense!

Perfume and scents can trigger asthma attacks, migraines, COPD, and MCS.

For the comfort and safety of all staff and clients, we appreciate your cooperation in keeping Opportunity Place a scent and fragrance-free environment

Vous cherchez du soutien à l'emploi en français?

Nous pouvons aider!

En tant que fournisseur de services inclusifs,
Nouvelle-Écosse Au Travail - Opportunité Place est en
mesure d'offrir certains de nos services en français.



Veillez nous contacter au (902) 864-7520 ou arrêtez-
vous en personne pour en savoir plus!



If weather conditions are bad, Nova Scotia Works – Opportunity Place may be closed during regular business hours. On stormy days, please check our Facebook page or Twitter feed, or call our main number (902-864-7520) to make sure we are open. Closures will be posted by 8:00 AM.



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NOVA SCOTIA WORKS

The Opportunity Place (OPRA) Board of Directors is committed to respecting, fostering, and supporting diversity and inclusion at Opportunity Place within its leadership and governance.

Opportunity Place is sponsored by the Opportunity Place Resource Association (OPRA) -- a volunteer, not-for-profit association. OPRA believes that respect must be demonstrated by its leadership. Diverse and inclusive perspectives in decision making produce better decisions.

An organization which reflects the diversity of the many networks, groups, and communities within a framework of respect, equity, sensitivity, and competency in all aspects will be more effective in serving and working within those communities.

Opportunity Place is funded through the Canada-Nova Scotia Labour Market Development Agreement under the direction of Employment Nova Scotia.

