



September 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.

Free Employment Support Services

We are here to assist 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

Hours of Operation

Monday to Friday
8:30-4:30

Saturday to Sunday
Closed

Reach us at

902-864-7520

staff@opportunityplace.ca

Mailing Address

108 Cobequid Road, Suite 100
Lower Sackville, NS B4C 2N2

Inside this Edition:

- ♦ Hiring Incentives and Marketing Information for Employers
- ♦ Closed on Labour Day
- ♦ September Virtual Workshop Calendar
- ♦ Workshop Descriptions
- ♦ Covid-19 Related Visitor Guidelines



Opportunity Place – Nova Scotia Works



@OPRCNS



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Welcome Back! Our Doors Re-Opened on July 13th.



All services are by appointment only. Clients are asked to be unaccompanied. All appointments will be a maximum of one hour in length. Please arrive 15 minutes early to your appointment to complete a screening process.



You will be called 24 hours prior to your appointment to complete a screening questionnaire. This will then be completed in-person when you arrive for your appointment. If you are feeling unwell, please reschedule your appointment. We can also serve you by phone or email.



Hand sanitizer is available as you enter the centre. Please sanitize your hands.



When you arrive for your appointment, please press the doorbell and wait outside until one of our staff comes to get you. We are sanitizing in between appointments.



There will be no waiting area or washroom facilities available for client use



When entering the centre, please wear a mask. If you do not have one, one will be provided.



Easy-to-follow signage and decals will be posted in the centre to help you navigate our spaces.



Our Job Search Centre workstations have been sectioned off to allow for social distancing.



High-touch surfaces such as desks, computers, and doors, will be frequently sanitized.



Please come prepared for your meeting, this will help us accomplish more during your appointment.

Call 902.864.7520 or email staff@opportunityplace.ca
to book an appointment.

Services that are available to you include:

Job Search Support

- Virtual workshops that are recorded or live streamed
- Resume and cover letter critiques
- Assistance with full resume and cover letter development
- Support with submitting online applications and ongoing job search guidance
- Information and support with using social media as a job search tool
- Interview preparation including “mock interviews”
- Access to provincial funding programs offering employer hiring incentives
- Connections to local job opportunities and employers looking to hire

Exploring Career Options

- Support with exploring your values, preferences and career interests
- Online assessment tools used to identify career matches
- Current information on job trends, wages, education requirements and training programs

Returning to School

- Help with developing a return to school plan and referrals to available resources that will support your learning needs
- Access to provincial funding programs that help with training costs

Career Counselling

- 1-1 counselling support to help deal with employment change and support informed career decisions
- Connection to community supports to address personal challenges
- In-depth assessment of career options and employment related needs

Please contact us by phone or email to arrange your appointment.

Email: staff@opportunityplace.ca

Phone: (902) 864-7520



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A festive graphic featuring a large red banner with a white border. The banner is decorated with colorful confetti, including red, yellow, and blue circles and a blue ribbon. The text "Closed for Labour Day - Sept. 7th!" is written in white, bold, sans-serif font on the banner. The background is a light pink color with a blue border.

**Closed for
Labour
Day - Sept.
7th!**

SEPTEMBER – VIRTUAL WORKSHOPS

MON	TUE	WED	THU	
31	1	1:00PM Coping with Job Loss 2	10:00AM Interviews Part I 3 1:00PM Interviews Part II	4
7 LABOUR DAY – Closed	10:00AM Resumes Part I 8 1:00PM Stress Management	10:00AM Resumes Part II 9 10:00 AM Hiring Incentives for Employers	10:00AM Virtual Interviews 10	10:00AM Competitive Job Search 11
10:00AM Career Planning 14 1:00PM Labour Market Information	10:00AM SMART Goals 15 1:00PM Disability in the Workplace	10:00AM Interviews Part I 16 1:00PM Interviews Part II	10:00AM Exploring Self-Employment 17 1:00PM Workplace Success	18
10:00AM Resumes Part I 21	10:00AM Resumes Part II 22 1:00PM Confident Job Seeker	10:00AM Virtual Interviews 23 2:00PM Marketing - Finding and Keeping Talent	1:00PM: Competitive Job Search 24	25
10:00AM Career Planning 28	10:00AM Self-Esteem 29 1:00PM Labour Market Information	10:00AM Interviews Part I 30 1:00PM Interviews Part II	    To register please contact 902-864-7520 or staffeopportunityplace.ca	

Workshop Descriptions

Career Planning Develop a self-inventory by evaluating your skills, abilities, interests and work values.	Managing Change / Coping with Job Loss Examine how change affects employability and develop strategies to cope with the challenges of being between jobs.
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.	Interviews Part 1 & 2 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.
Resumes for Results 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.	Virtual Interviews New to virtual interviewing? We can help you prepare! Learn tips and strategies for the technical set-up, professional presentation and planning for the unexpected.
Exploring Self-Employment as A Career Option 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.	Competitive Job Search Strategies 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.
SMART Goals 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.	Workplace Success 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.
Labour Market Information Examine the trends in the labour market to make informed decisions about your job search and employment path.	Self-Esteem Learn how to sell yourself and explore the process of building self-esteem. This workshop will help you to measure your self-esteem, and to develop self-esteem boosters.
The Confident Job Seeker Learn how to gain self-confidence that will create positive impacts in your job search. Using discussions and exercises learn the sources of low self-confidence and the steps to building self-confidence.	

STRESS MANAGEMENT

VIRTUAL WORKSHOP

September 8, 2020, 1:00-2:00PM

What are the warning signs and impacts of stress? Assess how well you manage stress and learn ways to improve. This workshop will also discuss priorities and time management strategies.



Call or email to register 902-864-7520 or staff@opportunityplace.ca



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A Virtual Workshop

LABOUR MARKET INFORMATION

Knowledge is power! Examine trends in the labour market to make informed decisions regarding your job search and employment path.

September 14th 10:00-11:00 AM and September 29th 1:00-2:00 PM

To register email or call today: 902-864-7520 or
staff@opportunityplace.ca



Hiring Incentives

Webinar for Employers

Wednesday, September 9th 2020 | 10:00 - 11:00 AM

Employers will commence their journey of exploring and learning about the multitude of hiring incentives available to employers of Nova Scotia, such as START, Graduate to Opportunity (GTO), Innovate to Opportunity (ITO), Job Creation Partnerships (JCPs), and Opportunities Fund.

Call or email to register 902-864-7520 or employers@opportunityplace.ca

Webinar for Employers -

MARKETING BEHIND FINDING AND KEEPING TALENT

Call or email to register today! 902-864-7520 or
employers@opportunityplace.ca



WEDNESDAY, SEPTEMBER 23RD 2020
2:00 - 3:00 PM

Employers will learn where one can find talent, recruitment tips, competency based job descriptions, quick tips for writing an effective job posting, and supports available through Nova Scotia Works.



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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.



**SCENT
FREE
ZONE**

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.

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.

