



April 2021 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:

- ♦ Job Search Center Open for Walk-In Service
- ♦ COVID-19 Related Visitor Guidelines
- ♦ Employment Nova Scotia Funding Programs
- ♦ April Workshop Calendar
- ♦ Workshop Descriptions



Opportunity Place – Nova Scotia Works



@OPRCNS



Opportunity Place – Nova Scotia Works



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Our Doors Are Open!

Walk-In Services Now Available!



Clients are asked to visit the centre unaccompanied. All scheduled appointments will be a maximum of one hour in length. Please arrive 15 minutes early to your appointment to complete a screening process. Walk-in visits to our Job Search Centre will be limited based on gathering restrictions.



When you arrive you will be asked to complete a screening questionnaire. If you are feeling unwell, please visit us another time. For your convenience, we can also serve you by phone or email.



Hand sanitizer is available as you enter the centre. Please sanitize your hands. Offices and computer stations will be sanitized in-between clients.



There will be no waiting area 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
for more information

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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novascotia.ca/coronavirus | novascotia.ca/coronavirus/fr

**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.



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JOB SEARCH CENTER IS OPEN FOR WALK IN SERVICES



HOURS OF OPERATION

MONDAY - FRIDAY
8:30 AM - 4:30 PM

SATURDAY & SUNDAY
CLOSED



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DON'T WAIT FOR TOMORROW, FIND OUT IF YOU'RE ELIGIBLE TODAY!

**Are you considering Returning To School?
(Skills Development Program)**

**Having a hard time getting hired because of
lack of Work Experience?
(START Program)**

**Do you want to Start Your Own Business?
(Self Employment Benefit Program)**

**Stop by our office to receive more
information about accessing
Employment Nova Scotia Funding Programs.**

**Our staff will provide an overview of available
programs including details on eligibility criteria
and how to apply.**



Opportunity Place

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902-864-7520
staff@opportunityplace.ca**



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APRIL 2021 WORKSHOP CALENDAR



NOVA SCOTIA WORKS



MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY



1

CLOSED FOR
GOOD
FRIDAY

2

EASTER
MONDAY

5

RESUMES PART 1
WORKSHOP
9:30 - 12:30

RESUMES PART 2
WORKSHOP
1:00 - 4:00

6

RESUMES PART 3
WORKSHOP
9:30 - 12:30

RESUMES PART 4
WORKSHOP
1:00 - 4:00

7

COMPETITIVE JOB
SEARCH WORKSHOP
9:30 - 12:30

8

INTERVIEWS PART 1
WEBINAR
10:00 - 11:00

INTERVIEWS PART 2
WEBINAR
1:00 - 2:00

9

CAREER PLANNING
PART 1 WORKSHOP
9:30 - 12:30

CAREER PLANNING
PART 2 WORKSHOP
1:00 - 2:00

12

13

EXPLORING
SELF-EMPLOYMENT
WORKSHOP
9:00 - 12:00

14

LMI PART 1
WORKSHOP
9:30 - 12:30

LMI PART 2
WORKSHOP
1:00 - 4:00

15

CAREER PLANNING
PART 3 WORKSHOP
9:30 - 12:30

VIRTUAL INTERVIEWS
WORKSHOP
9:30 - 12:30

16

RESUMES PART 1
WEBINAR
10:00 - 11:00

STRESS MANAGEMENT
WORKSHOP
1:00 - 4:00

19

RESUMES PART 2
WEBINAR
10:00 - 11:00

20

COMPETITIVE JOB
SEARCH WEBINAR
10:00 - 11:00

SELF ESTEEM
WEBINAR
1:00 - 2:00

21

INTERVIEWS PART 1
WORKSHOP
9:30 - 12:30

INTERVIEWS PART 2
WORKSHOP
1:00 - 4:00

22

SOCIAL MEDIA
JOB SEARCH
WEBINAR
10:00 - 11:00

23

CAREER PLANNING
WEBINAR
10:00 - 11:00

26

LMI
WEBINAR
10:00 - 11:00

COPING WITH
JOB LOSS
WORKSHOP
1:00 - 4:00

27

CONFIDENT JOB
SEEKER
WEBINAR
10:00 - 11:00

28

VIRTUAL INTERVIEWS
WEBINAR
10:00 - 11:00

DISABILITY IN THE
WORKPLACE
WEBINAR
1:00 - 2:00

29

30

April Workshop Descriptions

<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>Career Planning (3-part workshop) or (1-part webinar)</u> Develop a self-inventory by evaluating your skills, abilities, interests and work values.	<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>Stress Management</u> What are the warning signs and impacts of stress? Assess how well you manage stress and learn ways to improve.	<u>The Confident Job Seeker</u> Learn how to gain self-confidence that will create positive impacts in your job search. Using discussions and exercises, learn the source of low self-confidence and the steps to build self-confidence.
<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>Coping with Job Loss/ Managing Change</u> Examine how change affects employability and develop strategies to cope with the challenges of being between jobs.
<u>Labour Market Information</u> Examine trends in the labour market to make informed decisions about your job search and employment path.	<u>Virtual Interviews</u> 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.
<u>Resumes for Results (4 part workshop) or (2 part webinar)</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>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>Exploring Self-Employment</u> Have you ever thought about creating your own employment? This workshop will introduce you to the pros and cons of self-employment, as well as tools and resources.
Sponsored by Opportunity Place Resource Association Opportunity Place Career Resource Centre is funded through the Canada-Nova Scotia Labour Market Development Agreement under the direction of Employment Nova Scotia.	



WORKSHOP

EXPLORING SELF-EMPLOYMENT

WEDNESDAY APRIL 14TH 2021

9:00 AM - 12:00 PM

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.

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



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Coping with Job Loss Workshop

Tuesday April 27th, 2021
1:00pm - 4:00pm

Examine how change affects
employability and develop
strategies to cope with the
challenges of being between jobs.



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CALL OR EMAIL TO REGISTER:
STAFF@OPPORTUNITYPLACE.CA OR 902-864-7520

Stress Management Workshop

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.



April 19th, 2021, @ 1:00-4:00PM

Call or email to register

902-864-7520 or

staff@opportunityplace.ca


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Webinar

Self-Esteem

**WEDNESDAY APRIL 21, 2021
@ 1:00 PM- 2:00 PM**

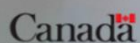
**Call or Email to Register:
902-864-7520
staff@opportunityplace.ca**

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



NOVA SCOTIA WORKS



DISABILITY IN THE WORKPLACE WEBINAR

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.

Thursday April 29, 2021
10:00 AM - 11:00 AM



CALL OR EMAIL TO REGISTER:
902-864-7520 OR
STAFF@OPPORTUNITYPLACE.CA



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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.



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