



December 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 email. 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:

- ♦ Covid-19 Safety Precautions
- ♦ Workshop Posters and Descriptions
- ♦ December Virtual Workshop Calendar
- ♦ Happy Holidays From Us!



Opportunity Place – Nova Scotia Works



@OPRCNS



Opportunity Place – Nova Scotia Works



Covid-19 Safety Precautions



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



NOVA SCOTIA WORKS



DECEMBER - VIRTUAL WORKSHOPS

MON	TUE	WED	THU	FRI
1:00 PM 30 Resumes for Results Part I	2:00 PM 1 Resumes for Results Part II	10:00 AM 2 Virtual Interviews	2:00 PM 3 Competitive Job Search	 4
2:00 PM 7 Career Planning	2:00 PM 8 Labour Market Information	1:00 PM 9 The Confident Job Seeker	10:00 AM 10 Exploring Self-Employment	 11
1:00 PM 14 Resumes for Results Part I	1:00 PM 15 Resumes for Results Part II	1:00 PM 16 Self-Esteem	1:00 PM 17 Interviews Part I	10:00 AM 18 Interviews Part II
 21	 22	 23	24 Closed at Noon	25 Closed for Christmas
 28	 29	 <p>To register please contact 902-864-7520 or staff@opportunityplace.ca</p>		

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.	How to Succeed in the Workplace 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.

Sponsored by Opportunity Place Resource Association

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



Happy Holidays

FROM THE STAFF OF NOVA SCOTIA
WORKS - OPPORTUNITY PLACE



NOVA SCOTIA WORKS



WEBINAR- COMPETITIVE JOB SEARCH



THURSDAY, DECEMBER 3RD 2:00 - 3:00 PM

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

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.



NOVA SCOTIA WORKS

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Resumes for Results I and II

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.

DECEMBER 14TH | 1-2 PM
DECEMBER 15TH | 1-2 PM
VIRTUAL WORKSHOP

Call (902) 864-7520 or email
staff@opportunityplace for
registration details.



SELF-ESTEEM

WEBINAR



HOW TO SELL YOURSELF; MEASURING YOUR SELF ESTEEM, SELF-ESTEEM BOOSTERS AND BUSTERS; THE PROCESS OF BUILDING SELF-ESTEEM.

**WEDNESDAY, DECEMBER 16TH 1:00 - 2:00
PM**

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



NOVA SCOTIA WORKS



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.

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