

Inside this issue:

CKPL CAP Program Now Available **1**

First Aid Training **1**

Job Search that Works and Ace the Interview Workshops **2**

Free Computer Job Readiness Program **2**

Carry On Chatham-Kent **3**

Free Computer Workshops **3**

Chatham-Kent Public Library CAP Program Now Available

The Community Access Program (CAP) program is ramping up for fall. With the help of CAP youth workers, Chatham-Kent Public Library provides free one-on-one training sessions and group workshops at all eleven branches across Chatham-Kent. Popular topics include:

- ▶ Computer basics (e.g. using a mouse, saving files, creating folders)
- ▶ Microsoft Office programs for beginners (e.g. Word, Excel, PowerPoint)
- ▶ Internet skills (e.g. browsing and searching, creating email accounts, online shopping)
- ▶ Mobile devices (e.g. eBook readers, MP3 players, external hard drives)
- ▶ Accessing library resources online (e.g. CKPL catalogue, databases, downloadable ebooks and audiobooks)

Contact your local CKPL branch to sign up for a free one-on-one computer training session. Tell us what you're hoping to learn when you sign up and we'll try to match the training to your needs.

Employment Resource Centres

CHATHAM

Federal Building
120 Wellington Street W.
519-380-8878

WALLACEBURG

786 Dufferin Ave.
Municipal Service Centre
519-627-6986

HOURS

Monday to Friday
8:30 am to 4:00 pm

**EMPLOYMENT
ONTARIO**

This Employment Ontario project is funded in part by the Government of Canada.

Central Library

120 Queen Street
Chatham, ON N7M 2G6
519-354-2940
<http://www.chatham-kent.ca/library>



First Aid Training Available in Wallaceburg

Standard First Aid, CPR Level C and AED training
WSIB Approved

St. Clair College Employment Centre

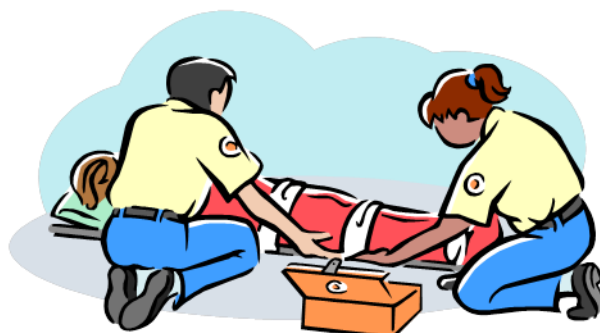
Unit 11 - 60 McNaughton Avenue, Wallaceburg

November 21 & 22, 2011

8:45 am to 4:30 pm

Cost: \$90

If you have any questions, please call
519-628-5269 or stop in to register.



New Workshops at the Employment Resource Centres



Job Search that Works

Alternative Methods for a Successful Job Search

For job seekers who want to expand and modernize their job search using more current techniques

- Benefits of networking and how to make connections
- Taking advantage of the Internet and social media
- How to make your application stand out from the crowd

And even more to take your job search beyond job boards and newspaper ads.

Chatham: November 10, 2011, 9:00 am to 11:30 am



To Register Contact:

Chatham ERC
120 Wellington St. W.
Chatham, ON
Phone: 519-380-8878

OR

Wallaceburg ERC
786 Dufferin Ave.
Wallaceburg, ON
Phone: 519-627-6986

Ace the Interview

Skills for Succeeding in Behavioural Interviews

Obtain practical job interview skills that will prepare you for effective future interviews

- Styles of interviewing and preparation techniques
- Tips for before, during, and after the interview
- Discuss typical interview questions and best practices for answering those tough questions

Chatham: December 8, 2011, 9:00 am to 11:30 am

Wallaceburg: November 30, 2011, 9:00 am to 11:30 am

Free Computer Job Readiness Program

- ▶ Hear from local employers!
- ▶ Learn the essential skills needed to get and keep your job!
- ▶ Learn how to market yourself!
- ▶ Learn **practical** computer skills including:

Keyboarding

Microsoft Word

Microsoft Excel

Microsoft PowerPoint



**EMPLOYMENT
ONTARIO**

This Employment Ontario project is funded in part by the Government of Canada.

Free 8-week course designed to prepare you for the world of work.

The course is designed for adults with little or no computer experience.

Begins November 2011
Tues, Wed, Thurs. mornings
from 9:00 am to noon.

Adult and Continuing Education
25 Creek Road, Chatham ON

Contact 519-351-2689



Free Computer Workshops

To be competitive in today's job market, you must have computer skills. The Employment Resource Centres are offering workshops for the job seekers who have little or no computer knowledge.

Basic Computer

For those with little to no computer experience

Learn:

- Basic functions of a computer
- How to use the mouse and keyboard
- Computer terms and parts

Chatham: Nov. 8 & Dec. 6, 9:00 am

Wallaceburg: Nov. 15 & Dec. 13, 9:30 am

Simple Internet

A introduction to the Internet and e-mail

Learn:

- What the Internet and search engines are
- How to use the Internet for job searching
- Popular job searching sites
- Set up an e-mail account

Chatham: Nov. 8 & Dec. 6, 1:00 pm

Wallaceburg: Nov. 15 & Dec. 13, 1:00 pm

Beyond the Basics

Intermediate computer skills

Learn:

- To navigate and manipulate files and folders
- Keyboard shortcuts
- Intermediate e-mailing
- How to find the information on the Internet

Chatham: Nov. 9 & Dec. 7, 9:00 am

Wallaceburg: Nov. 18 & Dec. 16, 1:00 pm

Intro to Word 2007

An overview of the new version of Microsoft Word

Learn:

- Menus and tools
- How to create new documents
- How to save, print and edit documents

Chatham: Nov. 9 & Dec. 7, 1:00 pm

Wallaceburg: Nov. 18 & Dec. 16, 9:30 am



TO REGISTER CONTACT:

Chatham ERC
120 Wellington St. W.
Chatham, ON
519-380-8878

Wallaceburg ERC
786 Dufferin Ave.
Wallaceburg, ON
519-627-6986



Chatham-Kent Employment Resource Centres
Your #1 source for employment and career supports

Carry-On

Chatham-Kent:

Finding hope & new opportunity after job loss

Where:

Goodwill Career Centre
300 Lacroix Street, Chatham, ON

Day: **Tuesdays**

Time: **10:00-11:30 am**

All are welcome
(including family and friends!)



Are you currently dealing with job loss?

Are you experiencing increased
anxiety about job loss?

You are not alone.

**Come out, have a coffee and chat to others
dealing with the same things you are!**

Information on helpful topics will also be available!

If you are interested,

call 519-397-5455 ext. 117.

Feel free to **drop-in** & check it out!!



Chatham-Kent
Community Health Centres
Centres de santé communautaire
de Chatham-Kent