

C. L. A. S.

FEB.
2010



Local 195

CDS: Interview Skills Workshop



We have booked the Interview Skills Workshop with Career Development Services (CDS) scheduled for Tuesday, March 9th from 9am to Noon. This will be a 3 hour presentation and discussion on how to prepare and conduct yourself for a job interview. This will be followed by an individual 'mock' one on one interview on a date in the near future.

Anyone interested in participating in this workshop can call the adjustment office. Please contact us @ 519-256-4597 for more information or come in and sign up.

Employment Ontario: A New One-Stop System

Employment Ontario is beginning changes that will allow Ontarians to find the employment and training programs they need in one location.

Over the next six months, changes will result in:

- better service for Ontarians
- shorter wait times and
- faster and more efficient access to career training

Under the current system, someone seeking assistance with resume writing, career counseling and a job search could have to visit three separate locations to access these services. By August, 2010, all Employment Ontario offices will offer a one-stop approach to training and employment services - eliminating the need for visits to separate locations. During the transition, there will be no disruption to services.

A complete list of Employment Ontario service locations will be available on the ministry's website and through the Employment Ontario hotline at 1-800-387-5656 in early August.

To view this article you can visit www.edu.gov.on.ca

Free Income Tax Service

Once again, we will be offering free tax services to all our members and their immediate families. This clinic will run on a first come first serve basis so make your appointment(s) early because once we are booked full, this will be our cut-off point for this program.. To qualify for this program these restrictions must be met.

1. Maximum income restrictions before deductions: \$40,000.00 for family and \$30,000.00 for individuals.
2. Basic Tax Only
3. No rental property.



Dates and Times of Clinics

March 26 - 9am to 2:00pm April 1 - 9am to 2:00pm
April 9 - 9am to 2:00pm April 16 - 9am to 2:00pm

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Call 519-256-4597 to book your appointment

What's on in February

Free Child Safety Seat Inspections

Feb 20, 2010 - Is your child's seat safe? Safe Seats Save Children (SSSC) are here to help. We are a group of local community service agencies and volunteers whom, as a result of initial certification and continued experience, are able to inspect your child's safety seat to ensure suitability and proper installation.

Hours: 10:00 am to 2:00 pm

Cost: Free

Venue: Windsor Fire And Rescue Station 1 City Centre 815 Goyeau, Windsor

Phone 519-258-2146 for more information.



Family Day FUN with Perry Noia the Scaredy Clown

Feb 15, 2010 - Looking for something to do with the kids on Family Day? Perry Noia the Scaredy Clown along with a bunch of my friends who have many other kid-friendly activities and products are hosting an event with face painting, pictures, food, medieval knights that you can take a swing at, crafts, and much more!

Come have some fun with us! No admission fee, but there will be a small charge for some of the activities and kid-friendly vendors will be on site.

Hours: 1:30 pm to 5:30 pm

Cost: N/A

Venue: Ecole L Envolee Cafeteria, Windsor

ehawkins@cogeco.ca

www.freewebs.com/perrynoia/

Phone 519-562-7371 for more information.

The Business Expo

Feb 20, 2010 to Feb 21, 2010 - In support of the Unemployed Help Centre Windsor. This event will feature Franchises, Business Suppliers, Government Programs, Business Education, Corporate Training options, Health and Safety, Media, Financial, Direct Selling, Marketing Companies and more.

The goal of the show is to provide options and information to business owners, entrepreneurs and people looking to start their own business.

To be an exhibitor at this event, please contact Freedom Event Productions Inc. at info@freedomeventproductions.com

Hours: 10am-5pm

Cost: tbd

Venue: The Caboto Club at 2175 Parent Ave



HMCS Hunter Job Fair and Open House

Feb 20, 2010 - HMCS Hunter is proud to announce that we are having an Open House & Job Fair scheduled for Saturday, the 20th of February 2010 from 11 am to 4 pm. This event offers the public an opportunity to learn more about the exciting part-time opportunities that Canada's Naval Reserve has to offer. Over the past 5 years we have hired approx 200 people ranging from ages 16 to 56 from all walks of life, and experiences. The Naval Reserve only asks for one night a week during the year and 2 months of training during your summer vacations. You are paid for your training and no experience is required. We also offer tuition reimbursement of up to \$2000.00/yr over 4 yrs for post-secondary students. Please come down and see what we are all about!

Hours: 11:00 am to 4:00 pm

Cost: N/A

Venue: HMCS Hunter, Windsor

HunterRecruiting@forces.gc.ca

www.forces.ca

Phone 519-254-4373 Ext. 6272 for more information.



Employment Q & A: "Ask Sue"

Frequently I hear the same questions over and over. Maybe my answers will be of interest. If you have a question that you wish to see answered in this space feel free to call your Labour Adjustment Committee representative and submit your question.

QUESTION: My friends all say that there are no jobs in Windsor so why should I bother trying? Besides I haven't a clue where to start anyway.

ANSWER: Job search is not an easy task particularly when the local economy has been so severely affected by the downsizing and closure of so many automotive manufacturing companies in Windsor. The first item of concern is the negative attitude voiced in this question. If you don't start looking for a job then of course you will not get one. You are in charge of your job search efforts. Do not let anyone discourage you. The search will require a great deal of patience and perseverance but only you can tell whether you have put in the effort necessary. Let's look at where to start.

1. Prepare a "homework site" for job searching activities like writing cover letters, making phone calls, researching companies and recording your activities. Try to avoid the kitchen table or other high activity areas. Employers do not want to over-hear your children squabbling, the T.V. or dog barking etc. in the background.
2. Prepare a portfolio with a professional looking resume, letters of reference or a reference list of at least 3 work related references (do not include relatives); a copy of the transcript of your marks or education diploma(s); achievement documents like St John's Ambulance certificate, and when suitable a sample of your work (such as done by an artist, writer, secretary, draughtsperson etc..).
3. Prepare your phone script such as: "Hello my name is Joe Somebody and I have over 10 years experience as a lift truck operator with a current certificate of qualification. I'm wondering if your company is presently accepting resumes? If they are then ask how they prefer that you apply such as in-person, email, or fax. If you are transferred to someone in a position to hire be prepared to speak for at least 10 minutes about your skills, abilities, education, work and volunteer experience and personal traits. Your resume is an excellent tool for this conversation, since it should cover all of these topics.
4. Use the "Yellow Pages" to find employers in your industry and start making phone calls to determine which ones are accepting resumes. This is often referred to as "Cold Calling". It is "ESSENTIAL" that you keep a list of the date you called, the company you called, who you talked to and the outcome. If you are in receipt of Employment Insurance or are considering requesting funding for retraining then this "Job Search List" will be requested by their representatives. It will also help jog your memory of the job details of a potential employer when they call you.
5. In the yellow pages under Employment Agencies you will also find a list of agencies that offer both temporary and permanent job placement contracts. These are an important element of your job search in a community where employers are frequently unable to offer a permanent placement. Call all of the agencies that would appear to have job openings in your field. When in doubt call and find out their specialty. Add the agencies who accept your resume to your "Job Search List".
6. I know our local Windsor Star does not have many opening listed in the daily classified section but be sure to check these ads in the Saturday edition. You need to watch for ads for a "Job Fair" and check the Business or Finance section for new companies opening in our area. Actually a new company coming to our area is usually front page news these days!
7. Consider making contact with former employers with whom you have had a good relationship. If they can't offer a position, they may know who in their industry is hiring and make a direct referral for you. These employers are part of your networking connections.
8. Former co-workers, friends and acquaintances may be able bring your resume to their employer. Friends who are also job searching may also be willing to share hot job prospect information, so stay in-touch. Yes this is also part of your networking.
9. Employer directories such as the Windsor Essex County Manufacturer's Directory can provide even more information about these employers than the yellow pages. This directory lists the company address, phone number, fax number, email address, website address, describes what the company produces and how many employees they have. These directories can be found at any library, employment agency, and Community Labour Adjustment office.
10. Union Hall Locals are another resource to consider if you have skills they are seeking.
11. Some of these Unions have Labour Adjustment Services like our office that can provide help with your job search and related skills re-training information. Often I see factory workers in our office greeting their former co-workers and friends and sharing job lead information. Use of the Labour Adjustment Services office is part of your job search so add them as a contact on your "Job Search List". Shared job lead information with someone there? This too is part of your networking.
12. Even without a computer at home you can still use the Internet as one of your job search tools. You can obtain free access to computers at libraries, employment help agencies and the Community Labour Adjustment offices. In today's labour market, job search using company website addresses is another important resource. You can find a company web address in their yellow page ad or the Manufacturer's Directory. This is the company's first choice for advertising their job openings. It is usually found on their site under Careers. Do not let the fear of new technology scare you. In Windsor, there is an agency called Net Success that can teach even a person without computer skills (free of charge if you received E.I. benefits in the past 3 years). Call them at (519) 250-3959. Learning to job search and accessing the Job Bank and many other popular job search websites will certainly broaden your job search capabilities. Learning to use the Internet can enrich your life in a way that you could never expect and at a minimum broaden your access to information and communication with others.

Contact Information

Seasonal and H1N1 Flu Shots

Ontario is now offering seasonal flu shots, in addition to H1N1 flu shots in convenient settings across the province. Until now, seasonal flu vaccination was limited to people age 65 and over and residents of long-term care homes.

Both the seasonal and H1N1 flu shots will be offered in familiar settings such as workplace clinics and doctors' offices. Mass immunization clinics are winding down as more convenient locations offer flu shots closer to where people work, study and play.

This marks the 10th year that Ontario is offering free seasonal flu immunization to everyone in the province over six months of age. All Ontarians are encouraged to get their H1N1 and seasonal flu shots to protect themselves from illness and prevent spread of flu in their families and communities.

For public inquiries call Service Ontario, INFOline at 1-800-476-9708 (Toll-free in Ontario only)

Women's Skilled Trades Awareness Day

Information sessions are designed to bring awareness about skilled trades options available to women in today's workforce.

Hands on Workshop - build your own wind chime.

Celebrating International Women's Day

**Saturday March 6th,
2010
9am to 4pm
Local 444 CAW Hall
1855 Turner Rd.**



Open to females over the age of 13
\$5.00 registration/ administration fee
Deadline Feb. 19th, 2010
To register contact Sue Mckinnon at (519) 985-2864 ext. 22696

Ontario Launches Summer Jobs Program

February 1, 2010

McGuinty Government Helps Young People Succeed
More than 100,000 students will find jobs and gain important work experience this summer with assistance from the Ontario government. Through Employment Ontario's Summer Jobs website, students can:

Find job listings

Get help to improve their marketing skills and resumé writing
Learn how to start their own Summer Company

Apply for summer jobs with the Ontario Government.

Employers are also being encouraged to hire students through a \$2-per-hour hiring incentive.

Ontario's summer jobs programs and services are open to students aged 15 to 30 years who are planning to return to school this fall.

Trillium Drug Plan Application Forms

If you are interested in applying for the Trillium Drug Plan we have the applications here at the Centre.
Drop by and pick one up!!



C. L. A. S.

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**THIS ADJUSTMENT
COMMITTEE
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