

C. L. A. S.

JAN.
2010



Local 195

Net Success - InternetWorking

The InternetWorking™ Program is presented to you in the Windsor, Ontario area by Net Success Inc. and Employment Ontario. It is also delivered in the Hamilton, Ontario area by Stirling and Associates. The program enables job seekers to utilize the internet, word processing, and other software to diversify their job search efforts.

Key Advantages...

Use the power of the Internet to find your next job

- Learn to Navigate the Internet – Effectively!
- Learn the "In's & Out's" of Sending & Receiving E-mail
- Design an attention-getting electronic resume and post it on the Internet
- Search the most current job banks
- Network into the vast hidden job market Highlights

Obtaining information on the program and making sure it is right for you... is easy. The following steps provide an outline of the process you will pursue to gain more info, view the facilities, and register!!



Information Session / Registration...

Information sessions are held twice a week, Monday and Thursdays at 2.30pm. This session is approximately one hour in length and enables you to ensure that you are ready to make a commitment to your work search. We will also investigate avenues that may enable you to attend the workshop... for free!

You qualify if you: Have a realistic employment goal and possess an up-to-date resume and you may be able to have your tuition funded (FREE!) Call us to find out!

If you would like to be referred to Net Success please call us at 519-256-4597 or contact Net Success directly at 519-250-3959

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



Call 519-256-4597 to book your appointment

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What's on in January

Enhanced Language Training for Customer Service

Jan 4, 2010 to Feb 12, 2010 - The Multicultural Council of Windsor & Essex County is offering the Enhanced Language Training (ELT) course for Customer Service and Hospitality.. The course offers 6 weeks of job specific training and 6 weeks of work placement at NO COST TO YOU! Gain Canadian Work Experience, Build Employer Networks, Develop Customer Service Skills, Learn Microsoft Office and Acquire Current Job Search and Employment Strategies. Certificate provided upon completion of the course. Register Today. Spaces are limited.

Hours: Monday - Friday 9:00 am to 2:30 pm
Cost: N/A
Venue: 245 Janette Avenue, Windsor

kscherer@themcc.com
www.themcc.com
Phone 519-255-1127 Ext. 127 for more information.



Winter Bites 2010

Jan 17, 2010 to Jan 23, 2010 - It's time to give winter a kick! WindsorEats.com invites you to a week long event celebrating the diverse cuisine Windsor and Essex County has to offer.

From January 17 to January 23, 2010, diners can visit any Winter Bites participating restaurant and indulge in a 3-course meal from only \$10-\$35. Each restaurant will offer a unique Winter Bites menu.

Reservations are recommended. The 3-course meal is per person and does not include beverages, taxes or tip. Bon Appetit!

Hours:
Cost: N/A
Venue: Various restaurants, Windsor/Essex County

info@windsoreats.com
www.windsoreats.com/winterbites
Phone 519-982-5212 for more information.



Lets Sing

Jan 9, 2010 - WSO PB 'n'J Kid's Concerts -- Let's Sing!
Jan 9, at 10 am & 11:30 am - Windsor Public Library
Jan 10, at 2:00 pm & 3:30 pm - Place Concorde
Jan 16, at 10 am & 11:30 am - Nikola Budimir Library
Lots of fun with sing-along songs played by the WSO ensemble. For young families.

Hours: 10:00 am, 11:30 am
Cost: \$5-10
Venue: Windsor Public Library, Windsor

jgalli@windsorsymphony.com
www.windsorsymphony.com
Phone 519-252-6579 for more information.



FIT-X - A health fitness and wellness Expo

Jan 30, 2010 to Jan 31, 2010 - For every Health, Wellness and Fitness enthusiast looking for the latest products, services and information to live longer... feel better! Live Demo area - Up to 75 Exhibitors - Studios, Chiropractic, Gyms, Health & Nutrition Stores, Massage Therapists, Fitness Equipment, Mixed Martial Arts Apparel/ Gear, Certifications for aerobic instructors, gym members and many more...Get your CEC and CPTN Certifications at FIT-X by www.fitnesskickboxingcanada.com

Hours: Saturday 10am-5pm, Sunday 11am-5pm
Cost: \$5
Venue: The Caboto Club, Windsor

jen@bdproductions.ca
www.bdproductions.ca
Phone 519-562-2346 for more information.



Choices (Career Transitions)

Choices CT® (Career Transitions) is a sophisticated computerized career Counseling tool used to assist you in determining your career paths, training and educational alternatives.

Choices CT® can help those who have been out of the labour market for some time, are in a career transition or are entering the job market for the first time.

Seeking career direction? Choices CT® include exploration of:

- Preferred Career Areas
- Worksite Preference
- Physical Demands
- Physical Activities to Avoid
- Earnings
- Future Outlook;
- Fields of Work to Avoid
- Hours of Work to Avoid
- Work Environments to Avoid

Choices CT® provides current information for more than 1,100 occupations and will identify your transferable skills and interests. Individual and personalized assistance is provided to obtain personal career profiles.

For more information on how to register for this program contact us at the Community Labour Adjustment Services (519) 256-4597 and we will refer you to the proper Service Provider.

Job Search Websites

GOVERNMENT RESOURCES

Windsor Employment & Insurance Office	www.servicecanada.gc.ca
HRSDC program & service info	www.hrsdc.gc.ca
Job Bank	www.jobbank.gc.ca
...another access to Service Canada	www.jobsetc.ca
Labour Market Information	www.labourmarketinformation.ca
Federal Government Jobs	www.jobs-emplois.gc.ca
Ontario Government Jobs	www.gojobs.gov.on.ca
Manitoba Job Information	www.mb.workinfontet.ca

PROFESSIONAL ASSOCIATIONS

Professional Engineers Ontario	www.peo.on.ca
Canada Business Service Centre	www.canadabusiness.ca
Business Development Bank	www.bdc.ca
Canadian Federation of Chefs & Cooks	www.ccfcc.ca

WINDSOR EMPLOYMENT AGENCIES

Career Development Services	www.careerdevelopmentwindsor.com
Multicultural Council	www.themcc.com
Net Success (Internet Job Search Skills)	www.netsuccess.on.ca
South Essex Community Council (Disability focus)	http://windsorsex.cioc.ca
Unemployed Help Centre WEST	www.uhc.ca
(Women's Enterprise Skills Training)	www.westofwindsor.com
Windsor Women Working With Immigrant Women	www.wwwiw.org

CANADIAN JOB SEARCH RESOURCES

Aerotek (Technical & Professional jobs)	www.aerotek.com
Career Builder (also known as Headhunter)	www.careerbuilder.com
Canada Jobs (mainly central area of Ontario)	www.canjobs.com
Career Click (Can. Newspaper Ads)	www.working.com
Also found using	www.indeed.ca
Globe & Mail	www.workopolis.com
Monster (local & global jobs)	www.monster.ca
Job Shark	www.jobshark.ca
Hot Jobs (Yahoo)	www.hotjobs.ca
CNC Global (IT technical jobs)	www.sapphireca.com
Canada IT (Information Technology jobs)	www.canadait.com
Technical Canada	www.techjobscanada.com
Work for Rehabilitation and Disabilities	www.workink.com
Teaching jobs	www.applytoeducation.com
...more teaching related	www.educationcanada.com
Hospitality related job listings	www.cooljobscanada.com
Engineering	www.thinkjobs.com
Mining	www.bushrat.net
Finance	www.higherbracket.ca
Retail	www.allretailjobs.com
City of Windsor (Work for Windsor)	www.citywindsor.ca
Apprenticeship Vacancies	www.apprenticesearch.com
Older workers	www.seniorjobbank.org

JOB SEARCH RELATED INFORMATION

Career Key Agency (advice and tips)	www.careerkey.com
Job Futures (forecast of careers)	www.jobfutures.ca

Job Search Strategies

This workshop is designed to assist participants with their job search skills. Areas such as networking, how to market yourself, sources of job leads, contacting employers, labour market information, resume critique and interview preparation are covered. Ongoing support and access to other Unemployed Help Centre Services are provided. Your UHC Counselor can register you for this. Workshops are Monday and Wednesday from 9:00 am to 3:00 pm, and offered on a regular basis at the Unemployed Help Centre.

For more information contact the
Unemployed Help Centre
at 519-944-4900

**EMPLOYMENT
ONTARIO**

This Employment Ontario project, program or service is funded in part by the Government of Canada.

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.

Recently a respected family member and former English Teacher & Librarian called to chat and share a funny article she found in a newspaper about resumes. The article itemized a number of common errors and typos that frequently result in resumes being rejected by the employment agency or employer who is reading them.

Here are a few that were in the article or that I have experienced myself.

- Hope to hear from you, shorty."
- "Have a keen eye for derail."
- "Dear Sir or Madman."
- "I'm attacking my resume for you to review."
- "I am a rabid typist."
- "My work ethics are impeachable."
- "Nervous of steel."
- "Following is a grief overview of my skills."
- "Graphic designer seeking no-profit career."

Yes they can be funny but not in YOUR RESUME!

You will receive a different opinion from everyone you speak to about your resume. Why? Their opinions differ because what looks good to one person may not look the same to another. Personal preferences have a strong influence on this topic. What does matter is what an employer thinks and wants. A resume is part employability profile and part marketing device. To be effective you need to create a subtle marketing tool to promote you and what you can do. Anyone who tells you a resume should be no more than 1 page long, does not do professional resume writing for a living!

Contact Information: is the heading of your resume. It's best to use your legal name, address, phone number, and if available e-mail address.

Objective: should include the type of position you seek and your strengths or accomplishments that will make you stand out. The difficulty in naming an occupational preference is that it would then limit the type of work for which this resume is suited. You might want to remain more open to other opportunities. Very few employers consider an objective necessary if your resume is very clear about your skills and qualifications.

Resume Style or Format: includes three basic styles, Chronological, Functional and Combination. It is not my intention to teach you how to create each style. For most individuals I meet, the Combination Format is effective. This is often referred to as a "Task Oriented" resume.

Skills & Qualifications: is where most people feel uncomfortable talking about what they do well. Like most people you have a lot of skills but you've never learned how to boast about them. The fact is, you probably take for granted many things that you do well that others would find hard or impossible to do. That is what sets you apart from others and makes you valuable to prospective employers. Instead of asking you to itemize your strengths perhaps it would be easier to ask you to describe what you do in a normal work day. Starting with the first thing you do at the beginning of your shift to the end of the day. Your skills will be found in these duties or everyday functions. Your skills are the tools by which you accomplish the basic functions or activities of your job.

Measured dimensional and statistical data using **gauges, verniers, callipers and micrometers**

Operated a variety of air-tools and grinders to assemble and finish automotive parts

Self-Management Skills or Personal Qualities are your personal characteristics that make you unique very much like the following
Honest and enthusiastic with an interest in learning new skills
Work efficiently as part of a team as well as independent of supervision
Strong work ethic reflected in my five "Perfect Attendance Awards"

Transferable skills are those that you can use from one job to another such as
Mechanically inclined, quality and safety oriented
Organized, multi-tasker who always meets quota and deadline expectations

WORK HISTORY: should list your work history from most recent employer going back. Usually the dates from and to are included with each position and employer listed.

Going back only ten years in your work history is not acceptable. How far back you go in your history will often depend on the skills you have chosen to itemize under the Skills & Qualifications section. Your work history needs to reflect where you obtained those skills. Be consistent: if you want to use months and years, then you must do this with all your positions.

Employment Q & A: "Ask Sue" - continued

EDUCATION: should list your most recent education including "on the job" training seminars in WHMIS, Lock-out, Fork-Lift, First Aid, CPR etc...going as far back as a high school diploma. Do not assume that a high school diploma isn't necessary if you have listed a college diploma. Anyone can go to college or university as a mature student without a high school diploma. Most of today's employers have a minimum requirement of a high school diploma. If it is not listed on your resume it is assumed you do not have one and their Human Resource Office cannot call anyone for an interview unless they know you meet their minimum requirements.

REFERENCES: available upon request is the usual phrase on the bottom of your resume. Then you do need to prepare a list of names of at least 3 or more of your former supervisors, co-workers, or human resource managers. It is best to keep this reference sheet until it is requested. An employer who asks for your reference sheet is telling you that the interview is going to the next level. He or she intends to call your references.

Now given this abundant information; not everyone will feel that they are effective in writing a subtle marketing tool. Then you should know that you are able to obtain professional guidance from a large number of employment agencies as well as your own Labour Adjustment office.

EI Special Benefits for Self-Employed People

Beginning in January 2011, self-employed Canadians will be able to access Employment Insurance (EI) special benefits. There are four types of EI special benefits:

- [maternity](#) benefits;
- [parental](#) benefits;
- [sickness](#) benefits; and
- [compassionate care](#) benefits.

Eligibility information

You may be eligible to access EI special benefits beginning in January 2011 if you:

- are a self-employed person; **and**
- are a Canadian citizen or a permanent resident of Canada; **and**
- have entered into an agreement with the Canada Employment Insurance Commission through Service Canada.

Application information

As a self-employed person, you will be able to enter into an agreement with the Commission through Service Canada starting on January 31, 2010.

To enter into an agreement with the Commission, you will have to register online using [My Service Canada Account](#) anywhere you can access the Internet, including at a [Service Canada Centre](#) near you.

By entering into this agreement, you will confirm your interest in participating in this measure and in paying EI premiums on your self-employment income.

Please note that if you have previously used My Service Canada Account, you can register using your existing user code and password.

If you have not previously used My Service Canada Account, you can apply at any time for a personal access code on the [My Service Canada Account](#) Web page. Once you apply, it will take about 10 days to receive your personal access code in the mail.

Dates and deadlines

Self-employed persons will be able to enter into an agreement beginning January 31, 2010.

If you enter into an agreement between January 31, 2010 and April 1, 2010, you will be able to make a claim for EI special benefits as early as January 2011. However, if you enter into an agreement with the Canada Employment Insurance Commission after April 1, 2010, you will have to wait 12 months before you will be able to make a claim for EI special benefits.

Government Provides Tax Relief to Long-Haul Truck Drivers



The Honourable Jim Flaherty, Minister of Finance, today highlighted for Canadians the increase from 70 per cent to 75 per cent in the deductible portion of meal expenses for long-haul truck drivers, which will be applicable to eligible expenses incurred in 2010.

"Long-haul truck drivers are some of our country's hardest-working people," said Minister Flaherty. "They play a pivotal role in our economy as they transport goods across the country and across our borders. Our Government is pleased to support their important work by providing tax relief to

these hard-working individuals."

In its 2007 budget, the Government of Canada increased, over five years, the deductible portion of meal expenses for long-haul truck drivers to 80 per cent, during eligible periods of travel. The measure also applies to employers that pay, or reimburse, such costs incurred by long-haul truck drivers that they employ. The deductible portion will increase to 80 per cent for expenses incurred after 2010.

Contact Information

Summer Student Lottery Program Application

The recruitment campaign for the summer of 2010 Student Lottery has begun and applications are now available online only.

Before completing the online application, please be sure to read the **City of Windsor Student Lottery FAQ** and the **Summer Student Lottery Program Job Posting** to understand the regulations and qualifications require and rules associated with the Student Lottery. When completing the online application, please ensure that you read carefully and complete the application accurately as failure to do so may result in your disqualification from the Student Lottery.

For general information about the Student Lottery, and to apply, please visit the following link.

<http://www.citywindsor.ca/002622.asp>

You must complete online the 2010 Summer Student Lottery Program Application form prior to the closing date of January 29, 2010 at 4:30 pm.

For detailed inquiries, contact:
Human Resources Department
171 Goyeau Street
Windsor, Ontario N9A 1G5
Phone: (519) 255-6515
Fax: (519) 255-6504
TTY: (519) 255-6685
Email: hrrdiv@city.windsor.on.ca

Training Programs



If you are interested in the following training programs please contact us @ 519-256-4597

First Aid/CPR, WHMIS



Microsoft Office Training Workshops at St. Clair College All sessions are from 9am to 4pm



January 27th - Word 2007 Level I
February 3rd - Word 2007 Level II
February 10th - Excel Level I
February 17th - Excel Level II
February 24th - PowerPoint Level I
March 3rd & 10th - Access (2 day workshop)

Got Computer Problems?

Have a computer problem? Need an upgrade? OS installation? Full back up or Virus issues? The AA team can help. Certified A+ Net+ technicians will resolve ANY computer problems.

As a token of appreciation to all C.A.W members will get a 50% off regular price for work done during the months of December and January. If you want more information you can contact Alberto or Alex at digi_tech_101@yahoo.ca



C. L. A. S.

Composite Committee

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**THIS ADJUSTMENT
COMMITTEE
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ONTARIO**