

C. L. A. S.

COMPOSITE COMMITTEE MONTHLY NEWSLETTER

NOV.
2010



Local 195

www.labouradjustment.com

How Can I Get Accurate Updated Labour Market Information

It can be tough to figure out what the new job opportunities are in Windsor. We know they are building a 2 Billion Dollar bridge and access road but we don't really know all of the jobs that are associated with it. We know that a new regional prison is being built, but other than jail guards what are the employment opportunities that come along with these projects? We know that auto parts manufacturing is in decline but we also know green energy manufacturing is just starting out. So how do we find out what the jobs of tomorrow are?

The University of Windsor, along with the Unemployed Help Centre and Career Development Services are participating in a research project to provide timely labour market information to laid off auto workers.

Participants will receive customized information in addition to that which is currently available from local sources. The LMI content for the study has been prepared based on up to date information from employers in the Windsor-Essex area and may be helpful in the worker's job search efforts.

Participants will be paid \$10 for each questionnaire they complete and \$10 if selected for an interview. More importantly however they will learn how to access the most up to date LMI available in our area through a variety of methods.

If you're interested in participating, contact the Labour Adjustment Centre at 519 256 6142 and you will be scheduled into an upcoming information session where you will complete your first survey. There are a limited number of sessions so please act quickly if you want to be included in this project

Budget Tips & Tricks Seminar

Financial Fitness, formerly Credit Counselling of Windsor, will be putting on a seminar on how to find new ways to cut your costs and save money in today's economy. The Seminar will be held on **Thursday, November 18th at 1:30pm** at the labour adjustment offices at 1801 Walker Rd.

Topics to be discussed include:

- Money Management strategies
- Getting Organized
- Making a plan



- Money Gobblers
- Financial Guidelines
- Where to find the money you need
- And possibly Dealing with Debt!

The seminar is free to our members; however you must register in advance.

To register, call the adjustment committee office at 519 256-4597.

GoodFellow Baskets

This year we will be handing out baskets at the Local 195 Parking lot between **10am to 3pm**.

It is important that if you need a basket you must contact the Labour Adjustment Office at **519-256-6142**.



In order to qualify you must be Laid-Off and not employed, whose family is in need.

GoodFellow's has supported us for the past 8 years. Make sure you support them during their newspaper drive **Nov. 25th, 26th and 27th**.

Inside this issue:

St. Clair College Open House	2
What's on in Nov.	3
Food Banks Forms Assistance	4
Employment Q & A: "Ask Sue"	5
CDS Programs	6
EI Update Windsor Library Computer Courses	7
Workshops—Training Programs Contact Information	8

St. Clair College Applicant Day Open House

COLLEGE WIDE OPEN HOUSE

Sat. Nov. 20th
10am - 2pm

Visit all our campuses



Why Attend?

- Explore your college program
- Find out how to apply
- Parents information session
- Free BBQ
- Win great prizes and more!!

Also Nov. 20th, join for

“Get Skilled!”

If you're interested in a career in the skilled trades, you must visit our

Centre for Construction,
Innovation & Production
At South Campus in Windsor



Electricians - Plumbing - Carpenters - HVAC & Welding

Explore these exciting careers and more!



ST. CLAIR COLLEGE

DENTAL HYGIENE CLINIC

DENTAL SERVICES

***St. Clair College
Dental Hygiene Clinic
2000 Talbot Rd. West
Windsor, Ontario
N9A 6S4***

***Call and put yourself on the waiting list or
drop by the college for more information on
our services. We are located in the basement
Room 87.***

519-972-2709

Services Available:

**A complete dental assessment
Necessary X-rays
Periodontal Scaling
Fluoride Treatments
Sealants
Oral Hygiene Instruction
Diet Counseling to Prevent Tooth Decay
FOR ONLY
25.00**

Tooth Whitening, mouth guard, duplicate x-rays (if required) and basic restorative fillings are also available but are not included in the \$25.00 fee.

*** Please note that the dental clinic is a teaching facility. Expect to come for 3-5 visits of approximately 2.5 to 3.5 hours depending on student schedules. Students are supervised by Registered Dental Hygienists or a licensed dentist. Not all potential clients will meet the learning needs of students. The dental hygiene clinic is open from September to May.

What's on in November

All Things Militaria Expo

Nov 14, 2010 - The Windsor Sportsmen's Club (a membership-driven non-profit organization) announces the return of its second Militaria Expo on Sunday, November 14, 2010 at 2401 Dougall Avenue.

This family-centered initiative will showcase a number of vendors and exhibitors bringing our rich Canadian history from the front to the front.

Doors open from 11:00 a.m. to 6:00 p.m., there's plenty of free parking and lunch counter service will be available. Adult admission is \$3.99 and FREE for children under the age of 12 (when accompanied by an adult) No admission charge for Veterans in their "blues and grays".

The public is invited to learn more about our region's rich history, diverse culture, proud heritage and the role that south-western, Ontario played during the war years in the company of good friends.

Hours: 11:00 a.m. - 6:00 p.m.

Cost: 3.99

Venue: 2401 Dougall Avenue, Windsor

wsc@mnsi.net

Phone 519-966-1600 for more information.



18th Annual Fantasy of Lights

Nov 20, 2010 to Dec 31, 2010 - Enjoy the spectacular display of lights during the 18th Annual Fantasy of Lights at Lakeside Park. Dinner with Santa and Fireworks signify the start of the event; Santa Claus Parade on the last Sunday in November, Children's Activities and even a Senior's Chili Day Out too! New Year's Eve Swingin' Party on Dec. 31.

Hours: Starts daily at 5pm

Cost: N/A

Venue: Lakeside Park, Kingsville

asmith@kingsville.ca

www.fantasyoflights.ca

Phone 519-733-2123 for more information.



Festival of Christmas

Nov 28, 2010 - Festival of Christmas with University singers and Women's Chamber Choir: Located at Assumption Church, 350 Huron Church Rd. University Singers, Dr. Bradley Bloom, director Women's Chamber Choir, Prof. Richard Householder, director School of Music Choral Celebration series concert. Tickets \$10 Adults; \$5 Students (with ID).

Hours: 3:00pm

Cost: 10.00

Venue: Assumption Church, Windsor

smckee@uwindsor.ca

www.uwindsor.ca/music

Phone 519-253-3000 Ext. 4213 for more information.



Windsor Area Food Banks

<p>Downtown Mission of Windsor Inc (519) 973-5573 664 Victoria Ave, Windsor Hours: Mon, Wed, Fri 1:30-3pm Provides city-wide assistance • donations of food items and canned goods accepted</p>	<p>Parkwood Gospel Temple, Outreach Mission (519) 948-7055 3005 Temple Dr, Windsor Hours: Tue & Fri 10am-1pm Emergency food bank • monthly assistance</p>	<p>Grace Baptist Church, Food Bank (519) 948-0846 3150 Tecumseh Rd E, Windsor Hours: Tue 9:30-11:30am Emergency food assistance</p>
<p>Goodfellows, Windsor (519) 252-2739 401 Park St W, Windsor Hours: Tue, Fri 10am-noon, 1-3pm Provides year round food distribution</p>	<p>Peace Lutheran Church, Food Bank (519) 945-1344 1985 Rossini Blvd, Windsor Hours: Wed 9am-noon Food bank providing assistance to those in need</p>	<p>St John Anglican Church Sandwich, Emergency Assistance (519) 253-4824 3305 Sandwich St, Windsor Hours: Tue & Thu 9am-noon</p>
<p>St Andrews Anglican Church, Food Bank (519) 734-7682 205 Laurier, LaSalle Hours: Tue & Thu – by appointment Community food bank for those demonstrating a financial need • provides canned and boxed goods</p>	<p>Salvation Army Windsor Community and Rehabilitation Centre (The), Windsor (519) 253-7473 355 Church St, Windsor Hours: Mon-Fri 1-4pm Emergency assistance program • provides food, clothing, emergency shelter and other identified needs once every 3 months</p>	<p>Unemployed Help Centre (519) 944-4900 6955 Cantelon Dr, Windsor Hours: Mon, Wed, Thu 9-11:30am, 12:30-2pm Emergency food bank for community • provides canned and dry goods • in season fruit and vegetables (when available) infant formula (when available) • monthly assistance</p>
<p>Lakeshore Community Services, Lakeshore Community Food Bank (519) 728-1435 571 Notre Dame St, Unit B, Belle River Hours: Mon-Fri 8:30am-4:30pm; call for appointment Food bank • provides food for individuals and families who are in emergency situations</p>	<p>Society of St Vincent de Paul, Windsor Central Council: (519) 253-7481 354 Chilver Rd, Windsor Hours: Mon-Fri 8:30am-5pm Call main office for closest food bank in your area • offers emergency food assistance to extend the family budget</p>	<p>Vineyard Community Church (The), Emergency Food Bank (519) 253-5720 1650 Howard Ave, Windsor Hours: Daily, leave message Emergency assistance • provides a food bank</p>

Free Forms Assistance

Marriage Licenses * Business Forms * Credit Card Applications * Government Forms * Visa Applications
Immigration Forms * Unemployment Forms * University Registration * Tax Credit Forms * and Many More

Need help to fill out a form or application? Let the paralegal students from SCC assist you for free.

Citizen Advocacy 232 Eugenie St. W. Suite 105A Tues. 9 - 5 * Thurs. 9 - 3 519-966-5010	Multicultural Council 245 Janette (Downtown) Tues. 9 - 5 * Thurs. 9 - 3 519-255-1127	Multicultural Council 7651 Tecumseh Rd. E. Tues. 9 - 5 * Thurs. 9 - 3 519-948-3443	Bilingual Legal Clinic 595 Tecumseh Rd. E. Tues. 9 - 5 * Thurs. 9 - 3 519-253-3526	Windsor Public Library 850 Ouellette Avenue Tues. 9 - 5 * Thurs. 9 - 3 519-255-6770
---	---	---	---	--

Clothing Programs - Retail Shops

<p>All Saints Anglican Church, (519) 253-8001 330 City Hall Sq W, Windsor Hours: Sep-Jun: Tue 9-11:30am Clothing cupboard • open Sep-June only • offers clean, reusable clothing to those in need</p>	<p>Salvation Army South Western Ontario Recycling Centre (519) 258-6938 1720 Walker Rd. Windsor Hours: Mon-Fri 9am-9pm; Sat 9am-6pm Resale shop</p>	<p>May Court Club of Windsor, May Court Shop (519) 256-1573 1122 Wyandotte St E, Windsor Hours: Mon-Fri 1-4pm; Sat 10am-1pm; Resale shop</p>
<p>Drouillard Place, Emergency Aid and Christmas Assistance Program (519) 253-1073; (519) 253-4446 1102 Drouillard Rd, Windsor Hours: Mon, Tue, Wed, Fri 1:30-4pm (appt preferred); Food and clothing assistance provided • program limited to those living in the Drouillard area (call for details)</p>	<p>Society of St Vincent de Paul, Central Council: (519) 253-7481 354 Chilver Rd, Windsor Hours: Mon-Fri 9am-5:25pm; Sat 8:30am-4:25pm Resale shop Store: (519) 977-9499; Central Council: (519) 253-7481 1074 Wyandotte St E, Windsor Hours: Mon-Fri 9am-5:25pm; Sat 9am-5pm</p>	<p>Salvation Army Thrift Store Leamington (519) 326-1155 61 Talbot St E, Leamington Hours: Mon-Thu 10am-5pm; Fri 10am-8pm; Sat 10am-5pm Resale shop</p>

EMPLOYMENT QUESTIONS & ANSWERS “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: How should I be preparing for an interview?

ANSWER: This is part two of the Interview Information I started in last months' newsletter. The following covers some examples of common questions asked by employers.

Interview Question: **How do you meet with the specific skills, knowledge and experience required for this position?**

In order to prepare for this type of question you should have looked at the job listing to determine the skill requirements. A recent Job Bank listing for a Press Brake Operator in Windsor itemized them as follows:

Education: Some high school

Experience: Over 2 years with 150 – 300 T press.

Language: Speak, read and write English

Specific Skills: Read specifications, lay out, set up and operate one or more light or heavy metalworking machines. Check products for correct shapes, dimensions or other specifications. Transport material to work area using crane or hoist

Own Tools: Steel toe boots

Essential Skills: Decision making and problem solving

You need to be prepared to itemize how you meet each one of these requirements. Sit down and write out your answer the night before your interview. You will be amazed at how well you do in your interview the next day.

If you have been selected for this interview chances are very good these skills were also itemized in your resume. Know your own resume. If someone else prepared your resume know what it says because often an employer will point out certain aspects of your resume that interested them.

A very similar way that some employers might ask this same question would be as follows: **Can you tell me about a time when you have done this type of work before?**

Describe the steps you took from the moment you started your shift and how successful you were. You will find that when describing this previous job experience, your years of experience, skills, tools and equipment used are all brought out in the description of what you did.

Another common question employers ask: **There are 20 applicants waiting in the waiting room for this same job interview; they all have similar work experience and skills as you, so why would I hire you instead of one of them?**

What would any employer want to hear regardless of their industry?

Talk about your excellent attendance record, punctuality and reliability

Tell them about your team work skills and ability to get along well with everyone

Inform them about the training that you have taken previously (WHMIS, Hazardous Material Handling, Lift Truck Certificate, Propane Transfer, Quality Control, etc...) and the fact that you are always interested in learning new techniques for improving your skills.

Perhaps you were part of a Continuous Improvement Team and that you enjoyed contributing to improvements in production or quality.

Can you mention that you have a good record for meeting deadlines, and quotas while maintaining safety and quality?

Regardless of the employers' industry, they all have the same concerns and will fire someone if they have poor attendance issues, have trouble getting along with co-workers or supervisors; workers who don't want to learn anything new or refuse to learn a new way of doing things. Workers who have a bad safety record or have trouble meeting quotas don't last long. A great work record can set you apart from everyone else.

The following agencies can provide Interview Skills Workshops that can help make you more confident that you will say the right thing when the time comes.

Assessment Centre

1410 Ouellette Ave.,
Windsor, ON N8X 5B2
Phone: (519) 971-9698

Unemployed Help Centre

6955 Cantelon Drive
Windsor, ON N8T 3J9
Phone: (519) 944-4900

Invest Career Counselling Centre

215 Talbot St. East
Leamington, ON N8H 3X5
Phone: (519) 326-9657

Career Development Services

400 Wyandotte St. East, (at Windsor Water World)
Windsor, ON N9A 3H6
Phone: (519) 977-6444

Career Development Services

Job Creation Partnership

Partnering with local non-profit agencies Employment Ontario is helping provide paid work experience opportunities for unemployed workers. These temporary work experiences cover a wide range of opportunities aimed at building skills, work references and confidence.



JCP projects can act as the launching pad for your success in the working world reconnecting good workers with potential employers by helping job seekers enhance their network of contacts.

Working with the professionals at CDS can help identify realistic career paths and job goals geared at promoting transferable skills into areas that support long-term employment.

CDS assesses all interested individuals and forwards qualified applicants to employer sponsors for review and selection. Unemployed workers are paid at the maximum enhanced EI Benefit rate or allowance of \$423.00 per week while participating on a JCP project. While working on a JCP you are using up your EI benefit weeks and your EI rate is increased to \$423.00 until you complete the JCP contract.

Although the expected duration of a work experience can vary from 6-52 weeks, it is not unusual for a participant to leave for full-time work before completing the project. (Note: No advance notice is needed to exit a work experience project, when exiting to full-time work) The average duration of a JCP participant is 26 weeks, and participants are encouraged to continue applying for full-time opportunities while on project.

CDS provides ongoing employment supports to JCP participants until they successfully find full-time work. Participants obtain practical work experiences related to their chosen career paths; work to build employment references and attend workshops to enhance interview skills, resume writing, and job search techniques.

The goal of the CDS professional is to work with job seekers to help increase their skill and confidence levels when it comes to their individual job search.

CDS case manages all JCP projects, and provides detailed job descriptions on all ongoing Job Creation projects. When a sponsor calls you for an interview, anyone who answers the phone will be able to provide the details of the job duties to you to help prepare you for a successful interview.

**EMPLOYMENT
ONTARIO**

Let CDS assess your employment goals today. Contact us at 519-944-6444

Employment Placement / Training Incentive

A temporary wage subsidy offered to encourage employers to hire targeted individuals into long-term employment by providing them direct work



experience and training.

What can it do for you as a Job Seeker:

- Using the incentive program might give you the competitive edge when applying for job opportunities
- Offering an initial cost savings to potential employers may move you to the top of the resume pile

Connecting Job Seekers with full-time permanent employment and new work experiences:

Main Criteria for Eligibility

- The job must be permanent full-time work
- The employers must offer on-the-job training and work experience
- Eligible participants must be unemployed individuals and need on-the-job training.

If you are interested please contact CDS at 519-977-6444

**EMPLOYMENT
ONTARIO**



YOUR LINK TO COMMUNITY INFORMATION AND REFERRAL
Call 211. Alternate: (519) 258-0247 TTY: 1-866-488-9311
or visit: www.211windsoressex.ca

Employment Insurance 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

Since January 31, 2010, self-employed persons are able to enter into an agreement with the Commission through Service Canada.

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

Since January 31, 2010, self-employed persons are able to enter into an agreement with the Commission through Service Canada. You will have to wait 12 months from the date of your agreement before you will be able to make a claim for EI special benefits.

Windsor Public Library Computer Courses

Windsor Public Library offers a variety of PC computer courses at the Casino Windsor Cares Computer Training Centre for patrons with different needs and interests, at different levels, in different areas:

- Basic Computer Learning
- Intermediate Computer Learning
- Advanced Computer Learning
- Computer Fun for Senior
- Business Computing and Office computer skill training, etc.

For more information, please call [Noel Lyanga](#) at 519-255-6770 Ext. 4409

Computer Training Offered in the Following Subjects:

- Introduction to Microsoft Word
- Introduction to Microsoft Excel
- Introduction to Open Office Writer
- Introduction to Open Office Calc
- Introduction to the Internet



The Training Centre has 7 computers with Windows XP operation system, internet access, Floppy drive, CD-Rom and USB connector. Color-printing is also available from the lab.

Contact Information

Unemployed Help Centre Workshops

Considering Further Education - offered on **Thursday, December 9th from 1:30 - 3:30 pm**

This workshop will provide information in obtaining your Gas Technician 3, 2, and introduction to HVAC. This seminar will include the information on: Gas Fitter 3, 2, & Residential Air Conditioning, Introduction to Electrical, Propane as a gas, WHMIS, Fall Arrest, & Ozone depletion prevention due to refrigerants.

Computer Workshops (Evening Classes)

Below is a list of computer workshops that will be offered on the third Wednesday of each month from 6:00 pm to 7:30 pm within our [Resource Centre](#). The focus of these courses is to give you the word-processing skills needed to create and update your resume and cover letters. In addition, you can learn how to access the Internet to job search, email resumes, and gather information on potential employers, and research career & training opportunities. View our [Calendar of Events](#) to see what is upcoming.

Job Search by Internet - Think you know how to surf the net. This course will teach tips and tricks of discovering the "hidden job market".

Sending Resumes by E-mail - This course will teach how to send your resume to potential employers as attachments (MS Word) and also in Rich Text Format. Recommend/Prerequisite: An e-mail account with basic knowledge of sending and receiving e-mail.

Setting up an E-mail Account - After completing this course, you will have an E-mail account and a basic understanding of how to send and receive emails. Recommend/Prerequisite: Basic knowledge of Microsoft Word.

MS Word - Working with Resumes - A basic introduction to Microsoft Word, mouse, keyboard and navigation.

MS Word - Enhancing Resumes - A continuation of Word - Working with Resumes with a little more in-depth look into margins, tabs, bullets, and copy, cut, and paste commands. Recommend/Prerequisite: Basic knowledge of Microsoft Word.

To make an appointment or if you need any other information please contact their office at 519-944-4900

Visit the UHC online at <http://www.uhc.ca>

Training Courses

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

Forklift Truck
Recertification



Safe Food Handling



Smart Serve

WHMIS



First Aid & CPR

C. L. A. S.

Composite Committee

- 1801 Walker Road,
Windsor, N8W 3P3
- Tel: 519-256-4597
- Fax: 519-977-9076
- E-Mail Addresses

darlene_labouradjustment@yahoo.ca
composite195@yahoo.ca

Chairperson:

John Toth

Coordinator:

Darlene Malcolm

Job Developer:

Max Nimmo

Employment Counselor:

Sue Kelsh

Peer Helpers:

Tony Sakr

Lou Schiavo

Candy Eagen

Ian Ditchburn

THIS ADJUSTMENT
COMMITTEE
IS MADE POSSIBLE THROUGH
FUNDING FROM
THE PROVINCE OF
ONTARIO