

# Help with your job search

## Much-needed supports for job seekers

by Stella Shepard

Job seekers do not have to be alone in their personal employment journey. Career Development Services (CDS) has been assisting job seekers across the Island since 2003.

“CDS offers support whether you are looking for work, changing careers, returning to the workforce, or interested in pursuing any level of education or training,” says Della LeClair, Manager and Career Counsellor for the Montague and Souris locations.

“You don’t need to have a plan worked out before you make an appointment. Our staff knows how to work with clients to help develop the right individual plan. Once a plan is developed, we offer many services to help support clients to reach their goals.”



Della LeClair, Manager and Career Counsellor.

### Staff and services

The staff titles and services offered are much the same across the Island. Below is a look at the Montague and Souris offices.

**Career Counsellors:** Three Career Counsellors cover the two Kings County locations. “Sometimes we use career assessments to help with career decisions, and sometimes the path is already clear,” says Della. “Once goals are decided, Career Counsellors help clients outline a plan to achieve their goals in a way that works for them.”

**Career Practitioners:** Two full-time and one part-time Career Practitioners cover the two Kings County locations. “After you make a plan, Career Practitioners support you until you reach your goal,” says Della.

**Administration:** Both offices share a Manager and have two full-time Administrative Assistants. “The Administrative Assistants will help you find the right service for what you need.”

### Workshops offered

- Job Seeker Support Group:** participants trade tips and learn new job search strategies.
- Basic Computer Skills for Job Search:** participants learn basic computer skills involved in looking for work.

### More supports

“If you have questions about funding for school, it is important to connect with us well before your program starts,” says Della. “The earlier you start your plan, the better we can help you meet deadlines and achieve your goals.”

CDS also supports graduates of training programs to secure work in their chosen field, which often happens in the spring.

“For those looking to change careers, our Counsellors have several years of experience helping with the various challenges that come with this major life decision,” says Della.

CDS services are free. For more information, visit [www.cdspei.ca](http://www.cdspei.ca)

Career Development Services Montague is located at the Down East Mall. To book an appointment, call 902-838-5453.

Career Development Services Souris is located at the Main Street Mall. To book an appointment, call 902-687-1526.

For the full interview, visit [www.employmentjourney.com](http://www.employmentjourney.com) and search Career Development Services.



CDS is funded in whole or in part through the Canada/PEI labour market agreements.

# Calendar of events – March to May 2018

**March 7,** 10 am to 2 pm: **2018 UPEI Career & Summer Job Fair** (snow date: March 8) Don and Marion McDougall Hall. Students, faculty, and staff are encouraged to attend and develop networks with on- and off-Island companies, organizations, and businesses.

For organizations who wish to have a booth at the fair can request a registration form at [careerfair@upepei.ca](mailto:careerfair@upepei.ca)

For more information, visit [www.upei.ca/skillsdevelopmentandlearning/upei-career-and-summer-job-fair](http://www.upei.ca/skillsdevelopmentandlearning/upei-career-and-summer-job-fair)

**March 9, 10, 11:** **PEI Provincial Home Show** – a chance for job seekers to speak with employers in the construction and renovation industries about open positions coming up in the Spring. For more information and a list of exhibitors, visit [www.peihomeshow.ca](http://www.peihomeshow.ca)

**March 13,** 1-2 pm: **Information session: Funding options for Training.** Career Development Services, 160 Belvedere Ave., Charlottetown. Presenter: Dan Bylhouwer, Career Practitioner. To register, contact Patsy at 902-626-2014 or [chtown@cdspei.ca](mailto:chtown@cdspei.ca)

**March 14,** 12 noon: **Lunch and Learn: Customer Relationship Management (CRM)** is technology that allows you to manage your businesses’ interactions with your customers. Join Jake McLaren from Larmhil to find out how to set up a FREE CRN for your business! The 40 minute session will be held in the Boardroom of the Kensington Town Hall. Pre-register at <https://llcrm.eventbrite.ca> or call 902-836-3209. Visit [www.kensingtonchamber.ca](http://www.kensingtonchamber.ca)

**March 14,** 10 am: (Storm date March 15) **Information session: Tourism Passport to Employment,** Trinity United Church, 220 Richmond Street, Charlottetown. Program runs April 3 – May 4, 2018

**March 15,** 1:30 -3:30: (Storm date March 20) **Culinary Job Fair,** Rodd Charlottetown Hotel

**March 15,** 9 am: **Business Startup 101,** PEIBWA office, 25 Queen St., Suite 25, Charlottetown. Registration info: [www.peibwa.org/event-2750363](http://www.peibwa.org/event-2750363) \*workshop is free for PEIBWA members and \$25 for non-members

**March 17,** 5 pm – **Finals of Dragons’ Contest** for \$10,000 investment in new business project. Hosted by RDEE PEI at Centre Belle-Alliance in Summerside. For more information, call Velma Robichaud at 902-854-3439 ext. 229 or [velma@rdeei.org](mailto:velma@rdeei.org)

**March 17,** 6 pm: **Entrepreneur’s Gala:** hosted by the Acadian and Francophone Chamber of Commerce of PEI at Centre Belle-Alliance, Summerside. For more information, call Raymond Arsenault at 902-854-3439 ext. 231 or [Raymond@rdeei.org](mailto:Raymond@rdeei.org)

**March 20,** 1 pm (storm date: March 27): **WorkPEI for Your Business,** Rural Action Centre, 106 Linkletter Avenue, Central Bedeque: Employers are invited to attend this FREE one-hour information session to learn about WorkPEI, a platform that helps connect job seekers with employers on PEI. Facilitator: Amber James, WorkPEI. To register, contact Christine at 902-887-3400 or toll free: 1-855-297-9898 ext. 2 or email [cwarren@centralpei.ca](mailto:cwarren@centralpei.ca)

**March 21,** 10 am: (storm date March 22) **Information session: Tourism Passport to Employment,** Hillcrest United Church, 50 Wood Islands Road, Montague

**March 22,** 9:30 am: **Career in Trucking information sessions:** Farm Centre, Charlottetown. Industry presentation followed by TOWES assessments. Prior to writing the TOWES assessment, individuals must pay \$150 for the cost of assessment and register 24 hours ahead. Contact PEI Trucking Sector Council, 902-566-5563.

### UPEI programs:

**March 12:** Managing Conflict in the Workplace

**March 22–23:** Team Dynamics in the Workplace

**May 7- 9:** Advanced Mediation: Preparing Yourself and the Parties for Success

**May 15-17:** Project Management Essentials

Note: Some courses have prerequisites. For a complete course calendar, visit [www.upei.ca/professionaldevelopment/professional-development](http://www.upei.ca/professionaldevelopment/professional-development) For more information on course offerings, call 902-628-4394 or [sdl@upepei.ca](mailto:sdl@upepei.ca)

**March 26,** 9 am: **Marketing on a Shoestring Budget:** Rural Action Centre, 106 Linkletter Avenue, Central Bedeque. Entrepreneurs, small business owners & managers are invited to attend a FREE interactive 3 hour workshop on Guerrilla Marketing Tactics for Small Business: marketing basics, innovative ideas; inexpensive approaches; and creative ways of marketing with very little money. This FREE 3 hour Interactive Workshop is sponsored by CBDC Central PEI.

Facilitator: Cam Beck, BBA, Beck Consulting Group. To register: contact Christine with RAC-CB by March 22, 12 noon: at [cwarren@centralpei.ca](mailto:cwarren@centralpei.ca) or 902-887-3400 or Toll Free: 1-855-297-9898 ext. 2

**March 28,** 8:30 to 4 pm: **Building Your Business Plan:** If you’ve been dreaming about starting your own business, you probably already know the importance of doing research, and having a good business plan. We can help with this FREE 1 Day Intensive Workshop sponsored by CBDC Central PEI. Location: Rural Action Centre, 106 Linkletter Avenue, Central Bedeque. Facilitator: Cam Beck, BBA, Beck Consulting Group. To register, contact Christine at 902-887-3400 or toll free: 1-855-297-9898 ext. 2 or [cwarren@centralpei.ca](mailto:cwarren@centralpei.ca)

**PEI Agriculture Sector Council Employment services** are available for employees and employers for free. Employment Officers will be happy to help with employment needs. Call 1-866-892-1091.

**April 3,** 12-1:30: **Information Session: Scholarships/Bursaries,** Career Development Services, 160 Belvedere Ave., Charlottetown. Crystal Neary, Holland College, will present to students on information related to scholarships and bursaries for Holland College. To register, contact Patsy at 902-626-2014 or [chtown@cdspei.ca](mailto:chtown@cdspei.ca)

**April 11,** 8:30 to 4 pm (storm date April 12): **Emergency First Aid Course:** Cost: \$75 +HST (\$86.25) The course helps Island businesses meet the Occupational Health & Safety Act first aid regulations for PEI. It is an overview of first aid and cardiopulmonary resuscitation (CPR) skills for the workplace or home, and includes the latest first aid and CPR guidelines. It meets OHS regulations for Basic First Aid and exceeds competitors’ standards by including injury prevention, CPR and AED. Facilitator: The Canadian Red Cross with instructor from C & M Incorporated. Rural Action Centre, 106 Linkletter Avenue, Central Bedeque. To register, contact Christine at [cwarren@centralpei.ca](mailto:cwarren@centralpei.ca) or call 902-887-3400 or toll free: 1-855-297-9898 ext. 2

### SkillsPEI Job Fairs 2018

**April 9:** Charlottetown (storm date April 10) East Link Centre

**April 16:** Montague (storm date April 17) Cavendish Wellness Centre

**April 11:** Summerside (storm date April 18) Credit Union Place

**April 19:** O’Leary (storm date April 20) Mill River Experience

For more information, call 1-877-491-4766.

**April 21,** 10 am to 2 pm: **North Shore Tourism Job Fair** Located at the North Rustico Lions Club. For tourism operators, tourism job fairs are an opportunity to recruit the majority of their staff for the upcoming year. For job seekers, job fairs are an excellent opportunity to meet with employers from the tourism industry representing over 50 businesses, hiring for hundreds of jobs, all in one day at one location. For more information about the Tourism Job Fairs, contact Debbie at 902-566-5008 or [dmol@tiapei.pe.ca](mailto:dmol@tiapei.pe.ca)

**April 24,** 9 am: **2018 Women in Business Symposium,** Memorial Hall at Confederation Centre of the Arts. Registration info: [www.peibwa.org/event-2688744](http://www.peibwa.org/event-2688744)

**April 24,** 12 – 1 pm: **Money management for students: Tips on budgeting, how to save up for school, credit usage, credit scores, reports, ways to save money, and more.** Presenters: Alex MacDonald & Ashley Walker, Family Service PEI. Location: Career Development Services, 160 Belvedere Avenue, Charlottetown. To register, contact Patsy at 902-626-2014 or [chtown@cdspei.ca](mailto:chtown@cdspei.ca)

**May 12,** 10 am to 4 pm: **Choose Summerside:** a family event where local businesses showcase what they do in the community and present to people why they should ‘Choose Summerside.’ For more information, call Vikki Lyttle, Greater Summerside Chamber of Commerce, 902-436-9651 or [vikki@summersidechamber.com](mailto:vikki@summersidechamber.com)

**eForcePEI.ca** is a government funded initiative designed to offer small business owners and their employees skills training at no cost since 2014. There are over 140 FREE courses available through the program. Using the Coursepark.com online learning platform, eForce.ca allows employees to learn in a way that is both cost effective and widely accessible.

The selection of courses is suitable for small and medium-size businesses, non-profit organizations, and individuals interested in improving their skills and knowledge. Subjects covered include Microsoft Office courses in Word and Excel, social media, small business management, HR fundamentals, and financial literacy. For more information, call 902-566-9372 or [training@eforcepei.ca](mailto:training@eforcepei.ca)

Collecting names for **Job Seeker Support Group** – Career Development Services, Montague (Down East Mall) contact Krista at 902-838-5179 or Helena at 902-838-5453.

**Open intake: Basic Computer Skills.** Location: Souris Holland College. Presented by Career Development Services. Contact Jolene at 902-687-1526 for details.

Date to be determined: **Basic Computer Job Search Workshop:** Do you need help with your computer skills? Join a team member from Career Development Services to learn how to format word processing documents, email/send attachments, time saving keyboard shortcuts, and Internet for job search.

To register for this free session, contact Megan at 902-626-2015 or Patsy at 902-626-2014. Location: Career Development Services, 160 Belvedere Ave., Charlottetown.

Date to be determined: **Information Session: Funding for School, Career Development Services,** Charlottetown. Dan Bylhouwer will present on funding options for school. To register, contact Patsy at [chtown@cdspei.ca](mailto:chtown@cdspei.ca) For more information, contact Dan at [dbylhouwer@cdspei.ca](mailto:dbylhouwer@cdspei.ca)