

**Special points of interest:**

- The Job Finding Club
- The Employment Resource Centre
- The C.O.P.E. Program
- Job Fairs/Career Expos
- Electronic Assembly Program
- Other computerized training

**CANADIAN CAREER ACADEMY**

VOL. ONE  
SUMMER ISSUE

**THE WINNING EDGE**

**WHAT "FLAVOUR" IS YOUR RESUME?** Bonnie Campbell, Counsellor

The ERC helps people requiring assistance in their job search or career planning. We can help you with your resumes, cover letters, and interview techniques. We also provide free access to the Internet, computers, fax machine, and photocopier for your job search needs. The office has numerous business and telephone directories for Ottawa and Valley regions for your use, or come in and read the classifieds in the Ottawa Citizen or local papers. We operate on a comfortable, drop-in basis.

We had a busy quarter with numerous people reporting success in either their job search or in their efforts to return to school for training or upgrading. We appreciate when you inform us of your success so we

can pass the good news along to encourage others.

Some of the positions filled by clients include Office Administration, Sales Representatives, AZ drivers, Surveying Technicians, Production Worker and a Technical Writer. A point to remember for all job hunters is the usefulness of Placement Agencies. Two clients accepted 6-week contract positions and

are now working full-time for the company with which they were placed.

Drop by and see Bonnie anytime Monday to Friday 8:45 am to 3:45 pm.

The office is closed for lunch period 12 noon to 1pm.

Call Bonnie: 257-3237



JUST SOME OF THE PEOPLE WHO FOUND WORK!

**DO YOU HAVE A VANILLA RESUME?**

Do you have a "Vanilla Resume"? This "flavour" is special for the electronic scanning submissions. Want to know more on how to get another flavour?

Ask Bonnie how  
257-3237 or drop by  
92 Bridge Street,  
Carleton Place,  
ERC, Upper Level

**ARE YOU PLANNING A CAREER CHANGE?** Paul Huether, Program Coordinator

The COPE Program has been officially accepted for presentation to clients in our catchment area after a trial pilot program. The program has developed into a valuable, informative and fun exploration into the world of career orientation and self-discovery profiling.

So many of us have always wondered what else is out there in the work world. Can we do something else? Do we have the right skills? What is that career option all

about? Are our perceptions of a certain career choice valid?

Well, we help to explore different options by opening up doors & windows.

So, we help to open up the field of vision, while also narrowing and taking focus.

Gain insight and invest three weeks in yourself and save yourself years of guessing and searching.

Register now: Jean 257-2608

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## A Message from our Canadian Career Academy Commander Rob Probert, C.E.O. "rob@canada-career.com"

I am pleased to report on the many successful endeavours that we have been engaged in this past year. The "CCA" has enjoyed the successes of a variety of many events and programs.

Since our newest C.O.P.E. Program was introduced last September, we have relished in the many personal achievements of our clients, witnessing the many new opportunities and ideas that clients have pursued.

Our Employment Resource Centre continues on, under the direction of Bonnie Campbell, helping individuals on a drop-in, as need, basis. With a constant flow of clients using our many services, we fill an important community need.

After eleven years of successful operation of the Electronics Assembly Program, with pride we say that we have earned the recognition as a tough training ground for what is expected from employees when they enter the workforce. We boast an approximate 90% placement rate.

Under the instruction and guidance of Instructor, Cindy Johnston, the E.A.P. looks forward to another season this fall.

We have wrapped up our fifth Job Fair/Career Expo and, in retrospect, we say "good show"!

We're back at the drawing board for 2 more in October.

The Job Finding Club of Carleton Place celebrated our 10th Anniversary this year. We opened our doors in 1992 and have been successful in helping over 1000 people and we hold an amazing success rate of 80% within a 3 month period.

Under the direction of Laura White, a club is held every month with the exception of July.



Gone Fishing!

**"Learning is  
a life-long  
process....  
Be a student  
forever!"**

## WHO'S TEACHING WHO? Jean Finkle, Career Development Specialist

We consider ourselves very fortunate to have had Amanda Milette (Co-Op Student of Notre Dame) for a spring semester. Did we say good-bye?

Are we going to miss her? NO!

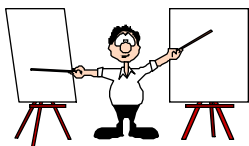
Amanda has proven herself to be invaluable to the CCA team and she gained the reference of

"Computer Guru". Amanda helped us in all departments and, even at the Job Fairs/Career Expos. She demonstrated her people skill quality and teaching ability when she manned the "Computer Area".

When we want to learn some new technique, we just call "Amanda".

We have asked Amanda to remain with CCA for summer employment and she consented. Thank you, Amanda.

## COMMUNICATION: 7% WORDS ONLY 38% ACCOUNTS FOR TONE AND 55% BODY LANGUAGE Cathy Campbell, Club Facilitator, Job Finding Club, Arnprior



It's not always what you say, but how you say it!

Hi everyone! We'd like to welcome our newest Clerical Support Person, Sheila Thompson. Since her hire, our hiring stats are right up there! And, on that note, want to hear another success story? One of our clients, Penny Curnock from the April club was one of the many employees laid off from Boeing. She was coming from a manufacturing environment and

wanted to re-enter the office administration field. Her confidence was suffering, but she always maintained a positive attitude throughout the club. She was open to all information presented and put forth 100% effort, buying into the importance of networking. Penny persisted in her search and in June she found out about an office position through networking at the

Ottawa Valley Hearing Aid Clinic in Arnprior. The interviewing tips she learned from the JFC were instrumental in the interviewer recognizing that Penny was a "right fit" for the company. Penny got the job and her confidence back thanks to JFC. Congrats to you, Penny!

**YOU DON'T SAY!** Jean Finkle, Career Development Specialist

The first thing you say, you're judged on ... the last thing you say, you're remembered for!

You've been asked to make a toast, give an impromptu speech, conduct a meeting? You'd rather die than speak in public.

Practice makes perfect? Well, practice develops confidence and Judith Waddell of Toastmasters International is currently delivering a "Speech Crafters" 10-week program, hosted by the CCA.

Who has been attending these workshops? Everybody who needs to develop speaking skills for personal reasons and for professional gain and recognition.

The group is made up of small intimate groups of 12-16 people who meet to polish their speaking skills and gain the "know-how" to prepare and present a

speech or make a presentation. Graduation—with diploma was conducted Wednesday, June 26th. Congratulations to all! Interested in knowing more? Call Jean Finkle at the CCA at 257-2608.



**TESTIMONIALS**

"...I was with the same company for 19+ years...your program has helped me with many confirmations of what direction to go as well as who I am a person..." RB, COPE Program

"I have had a complete attitude change regarding my relevance in the employment field. This program has helped me to re-adjust my attitude towards jobs versus work...my attitude has changed to one of optimism, progressive and courage rather than fear and defeat" JBF, COPE Program,

"I recommend anyone who is not sure of where they are or what they want to do for a career, to discover themselves and where they want to go" AC, COPE Program

"A great refresher of some of the common sense things in job search" BT, Job Finding Club

"Laura and Jean- 2 thumbs up. Many great ideas in this course..." HB, Job Finding Club

"Laura & Jean, you're the best. You've gave me the confidence to get out there and be someone..." AH, Job Finding Club

**ARE YOU JOB MARKETABLE? ACCELERATE YOUR JOB SEARCH TECHNIQUES!** Laura White, Facilitator, Carleton Place



Hello! We, at the Job Finding Club are very excited to be celebrating our 10th Anniversary this year. That's right. We first opened our doors back in 1992 and have been successful in assisting the residents of Carleton Place and surrounding areas for 10 great years now. We have helped over 1000 people hone their job search skills and have

introduced them to new job search strategies now used in the 21st century. We hold an amazing success rate of 80%.

Our program is only 3 weeks in duration and a new club starts monthly. Each group consists of 10 members which, through the group dynamics, assist and support each other's job search.

Our program covers the fundamentals of job searching including resume building for today's employer, calling cards, covering letters, networking, cold calling and selling yourself in today's tough job market.

Fun, yet pro-active, we teach you life long skills for job searching. Want a seat for the August club? Call Laura today: 253-5001

**ELECTRONICS ASSEMBLY PROGRAM,** Cindy Johnston, Instructor

The Electronic Assembly Program covers those skills areas determined to be of most benefit to local companies. They include: mechanical assembly, Plate Through-Hole and Surface Mount soldering, extensive PTH and SMT modification techniques (both component and PCB) the most commonly used removal techniques to PTH and SMT wire harness skills Compo-

nent identification and verification (from both banded and encoded parts) electronic component and symbol knowledge and more. Certification in Electrostatic Discharge Awareness, WHMIS, Fibre Optic Assembly Techniques, Laser Safety, Clean-Room Techniques and Microscope

Skills round out the course. All soldering aspects of this course require an 80% pass rate.

Candidates are expected to perform to the target (highest) standards.

Be in demand as a top quality performer. Call Rob today 257-2008



Get a Touch Down with EAP!

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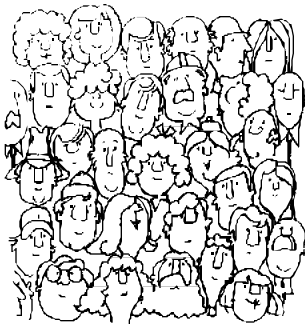
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## **JOB FAIRS/CAREER EXPOS COMING UP!**

Jean Finkle, Job Fair Coordinator

Considering a career change? For which areas are your interests and personality traits best suited? What course of study should I investigate?

A visit to any job fair is never a waste of time. You should always be learning about your job market.

Plan to attend and prepare to talk with the many professionals in the various fields and/or other local industries. With a wide variety of exhibitors (training, educational, military, industrial corporations, small business and self-help offices, coupled with ongoing informative workshops, these venues can provide you with valuable

information to help you make better career choices. These shows have proven successful in helping job seekers and students to expand their options and focus in an area of interest.

Look for the ads in your local newspaper and circle your calendar so you can schedule yourself to attend.

Come with your resumes, calling cards and be dressed for success. You never know when an interview can happen. See you at the fairs!



Great! New ideas and new contacts!

