

# Aboriginal Training and Employment Centre Information Sheet

## **Self Directed Services**

Our front end services are open to anyone who is conducting a job search and/or researching career development options. These services are available without appointment to those that require very minimal one-on-one assistance especially with regards to resume and cover letter development.

- ✓ 6 computers with internet access
- ✓ Resume software and Microsoft Office programs
- ✓ Printing and photocopying
- ✓ Local and long distance faxing
- ✓ Local and long distance phone calls
- ✓ Receiving messages and faxes
- ✓ Job Board updated daily
- ✓ Community event and training board
- ✓ Resource library that includes labour market publications, resume and cover letter guides, and other career and training related material.

## **Guided Services**

Our guided services are for those individuals that require the direct assistance of an employment counselor. Clients that require the assistance of an employment counselor must make an appointment in advance. Employment counselors can assist clients with:

- ✓ Resume and cover letter development
- ✓ Career Exploration/Labour Market Research
- ✓ Referrals to other service providers such as Hire Power, CITAC, Bowman, Pathways, LDT Consulting etc.
- ✓ Applying for funding for training and/or work supports
- ✓ Assistance with training and funding applications.
- ✓ EI Protection for short term training
- ✓ Developing Return to Work action plans
- ✓ Client Advocacy

Very soon we will offer:

- ✓ PLATO/ESPORT
- ✓ Portfolio development

## **ATEC Employment Readiness Training**

Our training program provides individuals with the tools they need gain meaningful and gainful employment.

- ✓ 4-8 week classroom training
  - Career Exploration
  - Self Esteem Building
  - Job Maintenance Skills
  - Certificate training is time allows
- ✓ Experienced facilitator to guide you through your training
- ✓ Job Coach Facilitator to work with you to find the best fit for a job
- ✓ Essential Skills Instructor to help you improve your essential skills
- ✓ Workplace Liaison who works with employers to create employment opportunities
- ✓ Topics Include:
  - 9 Essential Skills
  - Communication Skills
  - Computer Skills
  - Self-Awareness
  - True Colors
  - Goal Setting
  - Career Exploration
  - Labour Market Information
  - Resume and Cover Letter Writing
  - Transferrable Skills
  - Marketing Yourself
  - Interview Skills
  - Dress for Success
  - Work Ethics
  - Job Search Strategies
- ✓ Time and funding permitting, may also provide
  - First Aid/ Transportation Endorsement
  - WHMIS
  - Personal Protection
  - Fall Protection
  - Work Safe BC
  - Confined Space
  - Employer Meet and Greets