



THE UNIVERSITY OF  
**WINNIPEG**  
PROFESSIONAL, APPLIED AND  
CONTINUING EDUCATION



Active Learning Works!  
developing engaged learners 



## Virtual Career/Employment Coach Certificate-Evening Classes

The Winnipeg Transition Centre jointly with the University of Winnipeg and Humber College offers the Career and Employment Coach Certificate.

The Certificate is made up of the following four 2-day workshops:

- Resume Development Coach
- Career Planning Coach
- Interview Skills Coach
- Job Search Coach

Individuals must successfully complete all four workshops to receive the certificate.

## What Will You Learn?

### Virtual Interview Coach

- ✓ Identify three major types of interview questions - Standard, Situational, Behavior-Descriptive
- ✓ Employ successful methods of coaching individuals to gain confidence and overcome nervousness
- ✓ Provide suggestions for answering "tough" interview questions
- ✓ Evaluating the effectiveness of answers to interview questions and how to offer positive feedback
- ✓ Use proven methodology to design questions from job postings
- ✓ Acquire resources (including online) that can be used with participants to increase their success

### Virtual Job Search Coach

- ✓ Use proven methods to assist individuals to:
  - be proactive and creative in their job search
  - develop job seekers' calling cards
  - successfully contact employers
  - get job leads from the newspaper without using the "classifieds"
- ✓ Help individuals to create and design Work Proposals
- ✓ Promote creative "out of the box" thinking for individuals who are "stuck" in their job search.
- ✓ Deal with difficult career coaching scenarios from workshop peers

### Virtual Resume Development Coach

- ✓ Assist individuals identify skills to meet specific job goals using nine easy steps
- ✓ Question individuals to draw out skills and maximize skills, accomplishments and talents
- ✓ Layout resumes targeted to catch employers' attention
- ✓ Effectively analyze resumes using 20 important tips
- ✓ Work *with* an individual not *for* an individual
- ✓ Assist individuals to see benefits of changing their current resume
- ✓ Determine best resume format for each individual

### Virtual Career Planning Coach

- ✓ Assist individuals to identify their motivated skills, values and gifts
- ✓ Question individuals to develop an effective career action plan
- ✓ Employ a variety of informal career assessment tools and techniques
- ✓ Work *with* an individual not *for* an individual
- ✓ Guide an individual to make a career decision without dictating the choice
- ✓ Understand and employ workplace trends and career change options
- ✓ Determine the best job objective or career goal
- ✓ Employ alternative coaching methods to deal with difficult career coaching scenarios from workshop peers

# Virtual Career/Employment Coach Certificate-Evening Classes

Winnipeg Transition Centre  
(Session Hours: 6:00 p.m. to 9:00 p.m. CST)

First Name

Last Name

Sector (Office Use Only)

Organization (If Applicable)

Position/Title

Street Address

City

Prov.

Postal Code

( )

Phone

Web Address

Email

I give the Winnipeg Transition Centre permission to e-mail me periodic information on upcoming workshops, events, presentations, newsletters and other promotional messages.

How did you hear about our workshop programs?

Website

Internet

Co-worker

Manager/Supervisor

University of Winnipeg

Humber College

Friends

Other

## Registration Fees per registrant

Please indicate if you are exempt from GST

Virtual Career Planning Coach	Dates	Non-Profit Rate	Private/Public Sector Rate
Session 1	September 18, 2023	\$525.00 + \$26.25 (GST) for all 4 Sessions	\$800.00 + \$40.00 (GST) for all 4 Sessions
Session 2	September 20, 2023		
Session 3	September 25, 2023		
Session 4	September 27, 2023		
TOTAL			

Cheque Enclosed

Cheques Payable to: Winnipeg Transition Centre. Direct Deposit, EFT and E-Transfer payment option available

**Please mail or email your registration to [info@winnipegtransitioncentre.com](mailto:info@winnipegtransitioncentre.com) to secure your seat!**

Invoice to: \_\_\_\_\_

Email : \_\_\_\_\_

\*Registration Fee includes receiving a hard copy of the Career/Activity Planner and Values & Skills Assessment Cards

Fees must be received in our office **14 days prior to course date.** Refunds will be given for cancellations received **10 business days prior to the workshop.**

If you have any questions please do not hesitate to contact us at:

Phone: 204-338-3899

Fax: 204-231-5449

Email: [info@winnipegtransitioncentre.com](mailto:info@winnipegtransitioncentre.com)

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24.00 hours of CE credits approved by (VRA Canada) The Vocational Rehabilitation Association of Canada

**We want your experience to be enjoyable and productive! Please let us know if you have any special needs or require accommodations**