

Website: [www.ovrc.ca](http://www.ovrc.ca)

## Basic Computer Training offered:

Computer Training for a nominal charge:

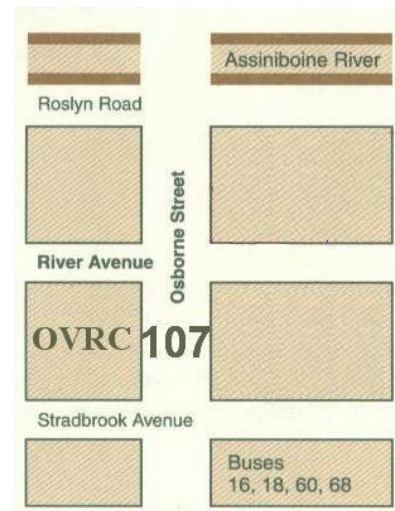
- Fundamentals of Personal Computing
- Basic MS Word
- Basic MS Excel
- One-on-one tutoring



## Community Connections

OVRC is an access site of the **Community Connections** program in the Fort Rouge – River Heights area. Four computers are dedicated specifically for **free** public Internet access in order to:

- Connect with government and community information services
- Explore the Web
- Send and receive email



Funded by:



Manitoba



Entrepreneurship, Training  
and Trades

Healthy Living, Youth &  
Seniors



Unit 1 – 107 Osborne Street  
Winnipeg, Manitoba R3L 1Y4

Phone: (204) 989-6503  
Fax: (204) 477-0903



# A COMMUNITY BASED PRE-EMPLOYMENT CENTRE

Providing  
free services and tools for a  
successful  
job search.

## OSBORNE VILLAGE RESOURCE CENTRE

### Free Services:

- Career Counselling
- Resume Development
- Computer Access to HRSDC Job Bank (Human Resource and Skills Development Canada)
- Public access to computers for self-directed employment purposes
- Access to Internet
- Photocopier, Fax and Telephone
- Voice Mail Accounts (Connect 2 Program)
- Educational and Training Information

*"The friendly, helpful environment created by the staff there sets the OVRC apart. The range of services they provide is practical and very necessary."*

**OVRC** is a community-based, non-profit, pre-employment centre serving individuals who are **unemployed, under-employed** and/or those **making a career change**.

#### **Individualized (Directed Service):**

Career Counselling and Employment Facilitation by appointment.

and/or

#### **Unstructured (Self-Directed Service):**

Several computers are available **free** for self-directed job search including Internet access and Microsoft Office.

## PRE-EMPLOYMENT SERVICES

### Career Planning (Individualized or in a Workshop)

- Determine personality preference
- Examine interests, values and transferable skills
- Explore career / work options
- Develop a plan to reach career goals



### Individualized Resume Development By Appointment

- Meet with an Employment Facilitator to discuss and develop a resume
- Identify skills acquired through work and throughout your life
- Prepare an effective resume including your employment experiences and transferable skills
- Ten copies of a 2-page resume with covering letter (30 pages total) per month free of charge.

## Interview Skills Workshop

### Discover:

- What employers look for in an interview
- How to prepare and effectively answer interview questions
- The 3 different types of interview questions
- How to make a confident, positive impression

*"The staff were a great help in my interview presentation. I actually got the job. I have to share the credit with the Osborne Village Resource Centre."*

## Job Search Workshop

### Discover:

- The hidden job market
- How to write effective cover letters
- Researching and contacting employers
- The importance of networking

**Watch for our monthly calendars  
for workshop schedules**