



**YOUTH
EMPLOYMENT
SERVICES**

**614-294 Portage Avenue
Winnipeg, MB
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204.987.8661
www.yesmb.ca

Presentations:

Resume Presentation

60 Minutes

An introduction to the basic and advanced skills essential to resume writing. Participants will learn what a resume is, why a resume is important, how to format a resume, how to write a complete and professional resume, what information to include/exclude on a resume, how to write a dynamic resume, and much more!

Complemented by Resume Writing Clinic

Cover Letter Presentation

60 Minutes

An introduction to the basic and advanced skills essential to cover letter writing. Participants will learn what a cover letter is, why a cover letter is important, how to format a cover letter, how to write a complete and professional cover letter, what information to include/exclude on a cover letter, how to write a dynamic cover letter, and much more!

Complemented by Cover Letter Writing Clinic

Resume and Cover Letter Presentation

60 Minutes

An introduction to the skills essential to writing both a resume and cover letter. Participants will learn how to create a dynamic resume that compliments and is complimented by a strong cover letter. By the end of the session, participants will understand how to write a complete and professional resume, what information to include/exclude on a resume, what a cover letter is, how to write a cover letter, how to make a cover letter and resume complement each other, and much more!

Complemented by Resume Writing Clinic and Cover Letter Writing Clinic

Pre-Interview Presentation

60 Minutes

An in-depth discussion of the pre-job interview process. Participants will learn top tips on what to expect before an interview and will be equipped with the tools to mentally prepare for an interview. Topics will include the purpose of an interview, how to research for an interview, interview etiquette, what is expected of the interviewee, in preparing for an interview, and much more!

Complemented by Outstanding Interviews and Mock Interviews

Outstanding Interviews

60 Minutes

An in-depth discussion of the job interview process. Participants will become familiar with the interview process and will be equipped with the tools to mentally prepare for an interview. Topics will include interview etiquette, the purpose of an interview, what to expect in an interview, what is expected of the interviewee, how to prepare for an interview, how to reduce interview anxiety, how to promote mental wellness in preparing for an interview, and much more!

Complemented by Mock Interviews

Job Search

60 Minutes

An introduction to the basic and advanced skills of job searching. Participants will learn how to effectively search and apply for employment that is meaningful to them. Topics will include where to find job postings, factors to consider when choosing a place of employment, determining qualifications, how to identify suspicious job postings, keeping information safe, and much more!

Success in the Workplace

60 Minutes

An in-depth discussion of what employment entails. Participants will learn about the skills needed and resources available to maintain employment, what is expected from them in a typical workplace, and what they can expect from their employer. Topics will include workplace etiquette and norms, communication skills, managing conflict, self-advocacy, maintaining work-life-school balance, workers' rights, and much more!

Employee's Rights and Responsibilities

60 Minutes

Participants will understand their rights and responsibilities as employees; their salary, and benefits at work, and gain practical tools they may use to find success and security when approaching an employer about work-related concerns.

Choosing Your Career Presentation

60 Minutes

YES Manitoba's Choosing Your Career presentation aims to provide youth with tools and inspiration to begin exploring long-term career goals. The presentation includes two hands-on activities: one focusing on helping the youth explore fulfilling employment and the computerized version of the Holland/ RIASEC Test to determine students' "career code" and explore options they might not have previously thought of.

Students will require access to their phone or a computer to complete the Holland test.

Workshops:

Resume Writing Clinic

60 Minutes

During this time, participants will create and perfect their resume. Participants can ask questions, view examples, and get feedback on their resume. The Resume Presentation will be present and available for review by participants. By the end of the hour, participants will have created their first resume or perfected an existing one.

Requires the use of a computer lab or individual access to computers by all participants

Recommended that participants attend the Resume Presentation/Resume and Cover Letter Presentation prior to the workshop

Cover Letter Writing Clinic

60 Minutes

Participants will write cover letters in real-time as the presenters review key points from the cover letter presentation. A relevant selection of current job postings is provided so participants can learn how to effectively target their cover letters by using a job description. By the end of the hour, participants will have created a cover letter they can use for future reference or current job applications.

Requires the use of a computer lab or individual access to computers by all participants

Recommended that participants attend the Resume and Cover Letter Presentation prior to the workshop

Mock Interviews

YES Manitoba staff will conduct mock job interviews by bringing a set of common interview questions to ask participants. Afterwards, the facilitator and participant will go over how the interview went based on a rubric and the facilitator will offer constructive feedback. The interviews can be conducted as a panel or one-on-one.

Maximum 15 students per hour mock interview session

Other:

General Presentation

60 Minutes

An overview of the essential subjects discussed in all of YES's presentations. The general presentation is perfect for participants who need a foundational understanding of various aspects of searching for and maintaining employment. Participants will become familiar with the services provided at YES and learn the basics of the job market, resume writing, gaining employment, and etiquette for interviews and the workplace.

Wellness in the Workplace

60 Minutes

Participants learn about the complicated relationship between mental health and employment and discuss the benefits and challenges of discussing mental health in the workplace. Participants will understand their rights to accommodation at work and gain practical tools they may use to find success and security when approaching an employer about a mental health concern. This presentation was designed and provided to us by Youth Employment Services (Ontario).

Information Booth

Please Specify Length

Want us to attend a career fair? We can provide information about the services YES provides as well as on-the-spot resume feedback, job market information, and other helpful tips!

Futures Forward Presentation – Resources for Youth In/From Care

Length Flexible

YES Manitoba is part of a unique program that supports the employment and educational goals of youth in or from foster care. The Futures Forward program helps youth in and from care with scholarships, employment opportunities, mental health, and more. Program staff can discuss the program, its benefits, and resources with students and supporters.

Thank you for contacting our agency. We are looking forward to joining you soon. Please fill out the request form below to help us better prepare to suit your needs.

Name:	Organization/School:	
Address: Phone: Email:	Virtual: ☐ In-Person ☐ Is Parking Available? ☐ YES (free) ☐ YES (cost) ☐ NO	
Date of Visit: *Please allow at least 3 weeks before your event*	Are your dates flexible? ☐ YES ☐ NO If Yes, please provide alternate dates:	
Start/Class Time:	Length of Presentation/Class (if applicable):	
What topics are you looking to be covered? ☐ Resume Presentation ☐ Cover Letter Presentation ☐ Resume & Cover Letter Presentation ☐ Resume Writing Clinic ☐ Cover Letter Writing Clinic ☐ Job Search ☐ Pre-interview Presentation ☐ Outstanding Interviews ☐ Mock Interviews ☐ Success in the Workplace ☐ Employee’s Rights and Responsibilities ☐ Wellness in the Workplace ☐ Choosing Your Career Presentation ☐ General Presentation ☐ Information Booth ☐ Other (please describe in additional information)	Audience Size: Audience Composition: (i.e., Clients/Students, Staff, etc.) Audience Characteristics:	
	What type of equipment can you provide? ☐ Computer/Laptop ☐ Projector ☐ Projector Screen ☐ Computer Presentation Clicker ☐ Extension Cord ☐ No Equipment	
	Additional Information:	

If you are not the contact person on the day of the event, please complete the section below; otherwise, leave blank:

Name:	
Phone: Extension:	Email:

Please provide any additional information you feel would help us meet your needs:

If you are a high school, university, educational, institution, community agency or resource center. Please send this form to:
Francess Amara
Education Program Coordinator
education@yesmb.ca

Thank you for your request. We look forward to working with you soon!