

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 complements and is complemented 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 for what to expect before an interview and be equipped with tools to mentally prepare. Topics will include the purpose of an interview, how to research for an interview, interview etiquette, what is expected of the interviewee, 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 be equipped with tools to mentally prepare for interviews. 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 Strategies

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, how to determine qualifications, how to identify suspicious job postings, how to keep 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, maintaining work-life-school balance, and much more!

Professional Communication in the Workplace

60 Minutes

An engaging exploration of what professional communication in the workplace involves. We'll cover various effective methods of communication etiquette and norms to help participants navigate their work environment comfortably.

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.

Post-Secondary Planning and Career Exploration Presentation

60 Minutes

This presentation aims to provide youth with tools and inspiration to begin exploring post-secondary and 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 Manitoba'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, securing employment, and workplace etiquette and interview etiquette.

Financial Management

60 Minutes

This presentation offers participants the opportunity to learn basic skills related to personal financial management and covers basic financial literacy topics such as budgeting, managing expenses, credit and debt, saving and investing, setting financial goals, protecting your financial future, and programs and resources available for youths.

Pathways Planning

60 Minutes

This presentation provides a guide for participants through exploring their long-term career goals, using the S.M.A.R.T. goal framework. It encourages students to set clear, measurable, achievable, relevant, and time-bound goals that can truly support their career aspirations and lead to fulfilling outcomes.

Information Booth

Please Specify Length

Want us to attend a career fair? We can provide information about the services YES Manitoba 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.

