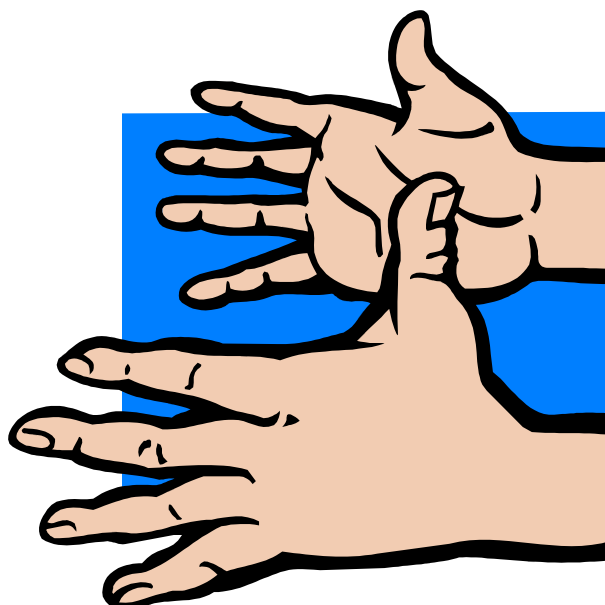


May 2006

Transitions

The newsletter for Career Counselors, Employment Professionals, and Career Development Practitioners



When you lose the use of a hand...

Inside this Edition:

[Non-dominant hand training](#)

Do you know clients that have lost the use of their dominant hand? Career Quest might be able to help.

[Hats off to the teams in the trenches](#)

Contributed by Colleen Clarke

[Workshop/Conference Calendar](#)

[Job Postings](#)

more...



Dear Reader,

Did I say I was busy in my last column? By gosh there is a lot of activity in our industry these days. I can not count the number of openings, open houses and goings-on that I have been invited to lately.

For those of you who don't, I always find that going to them is time well spent. You get to learn about other services in the community and network with your peers. I mentioned two networking groups in the last issue of *Transitions* that keep me up-to-date on a lot of the goings-on in our industry. If you are not a member, look up the last issue and join!

Despite how busy I have been, I have a feeling that I am going to be a lot busier soon. My wife and I are expecting our second child in early June. She was 2 weeks early last time so I am not counting on having 4 more weeks of relative calm. Busy? It's all relative I guess.

Greg Laughton
Editor

Transitions

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Greg Laughton

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In this Issue:

Non-Dominant Hand Training..... 1-4
Do you know clients that have lost the use of their dominant hand? Career Quest might be able to help.

Workshops and Conferences..... 5,6

Job Postings..... 7-10

Hats of to teams in the trenches..... 11-12
Contributed by Colleen Clarke

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get 1 **Canada** ant.

Our offices are primarily located

Non Dominant Hand Training – Career Quest

By Greg Laughton

In the December issue of Transitions the Service Provider Profile focused on "Career Quest Canada". In that article I talked about their non-dominant hand training and said that I was going to go back and learn more about it. Well, I did. I had the pleasure of sitting with Rosemary Toscani, founder of Career Quest who designed and continually improves the Non-dominant hand training course.

Non dominant hand training, as the name suggests, teaches people who have lost the use of their dominant hand to use their non dominant hand to perform both personal and work related tasks. The loss of the dominant hand may be caused by a variety of things including industrial accident, repetitive strain injuries, carpal tunnel syndrome, strokes and amputations to name a few. Whatever the cause there are usually three barriers the individual has to overcome: The physiological barrier of having to use and strengthen their non dominant hand, a mental barrier of getting the brain to switch functions that it has automatically been doing with the dominant hand, and lastly the emotional barrier of dealing with the loss of the dominant hand which can lead to depression and Post Traumatic Stress Disorder. A combination of counselling and training are used to overcome all the barriers.

The program ranges in length depending on the extent of the injury and how quickly transference occurs.

Transference is the point at which the brain accepts and begins to default activities to the formerly non dominant hand. During the initial meeting with a client, time is spent understanding the nature and extent of the injury and putting together a comprehensive personalized training plan.



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In addition, each program is monitored by a certified kinesiologist who possess extensive experience with the rehabilitation of individuals who have suffered catastrophic injuries to their hands or repetitive strain injuries.

Each day, the training plan is broken into various sections including warm up, timed exercises, testing, whiteboard exercises, perceptual motor exercises, unimanual computers and activities of daily living. When training the non-dominant hand, just like any other exercise program, you need to start slowly as not to strain the muscles because they are not used as often and therefore the muscles are not as built up as in the dominant hand. Extra caution needs to be taken not to injure the hand because the last thing one would want is to injure the last good hand a client has.

I got a chance to try some of the different exercises and was surprised at two things. The first was how difficult and uncomfortable it was to actually use the non dominant hand. It was easy to see how clients can become frustrated which only adds to the mental barriers they need to get past to be able to use the non-dominant hand effectively. The second thing that surprised me is how quickly I could feel the strain in my wrist and lower arm. It really highlighted for me how much weaker the non dominant hand really is.

There were several exercises I did that I want to mention. The first was the Peg and Post board. It was a simple board about 8 inches by 4 inches with small, evenly spaced holes over the entire surface. There was a peg for each hole (about 100 in total) about the size of a cribbage peg. In addition there was a small metal disk with a hole in the middle just large enough for the peg to fit through. The task was to pick up a peg and a washer with your non dominant hand and place the washer over one of

the holes in the board and then put the peg through the disk and into the hole in the board. Sounds pretty simple, right?....Wrong! I was surprised at how difficult it was. I was assured that with time and practice I would get better.

To add a little pressure, the activity is timed to measure how well transference is taking place. This particular exercise had three main purposes: To improve the non dominant hand and eye coordination, to work on fine motor skills, and to build strength in the non dominant hand.

A large part of the program also involves a therapy you might not expect. Career Quest employs a full time artist and gets each client to do an art project over the length of the program. The art form and project depend on the client but typically they try to get the client to do something related to a hobby they have. There are many benefits to using art as a therapy in non-dominant hand training but one of the biggest is to demonstrate to the client that they can learn new skills such as the art form, but also that if they can learn to do a new art form, they can learn to use their non dominant hand as well.

I thoroughly enjoyed learning more about the non dominant hand training offered by Career Quest. If you would like more information you can visit them on the web at www.careerquestcanada.com or email Rosemary Toscani at rtoscani@careerquestcanada.com.

- END -

There are only two ways to live your life. One is as though nothing is a miracle. The other is as though everything is a miracle. — *Albert Einstein*

(not bad for a physicist who failed math)

Conferences/Workshops

Career and Employment Information Specialist (C&EIS) Certificate Training

Kathy Harris and Susan Bloom

May 9 – May 11

lorraine@onestep.on.ca

Strategies for Success Conference For Career Professionals

Career Professionals of Canada

May 11-12

www.CareerProCanada.ca

Career Style Assessment and Counselling: Principles and Practice

University of Toronto, Career Centre

May 12

www.employers.careers.utoronto.ca/conference

Personality Dimensions® for MBTI® Users

Career/Life Skills Resources Inc.

May 13

www.career-lifeskills.com

Communication/Conflict Toolbox

Ontario Association for the Application of Personality Type – OAAPT

May 15

www.aaapt.ca

The Four Colours Come In Four Shades: An Introduction to Psychological Type & MBTI® for Personality Dimensions®

Career/Life Skills Resources Inc.

May 24

www.career-lifeskills.com

Communication in Creative Leadership

Institute of Peace and Conflict Studies

May 27

grebel.uwaterloo.ca/certificate

Twenty-fifth Annual National Conference

Canadian Association for the Study of Adult Education

May 28-30

www.oise.utoronto.ca/CASAE/cnf2006/cnf2006.html

Intercultural Issues in Mediation Certificate Course

Conflict Mediation Services of Downsview (CMS-D)

May 29-30

www.cmsd.org

Influencing Others to Say 'Yes'

Career/Life Skills Resources Inc.

June 6

www.career-lifeskills.com

SHIFT HAPPENS! Navigating the Changes 2006 Annual Conference

Canadian Association of Rehabilitation Professionals - CARP

June 7 – 9

www.carpontario.org/2006_Annual_Conference_-92852.html

Practical Applications Program

Career/Life Skills Resources Inc.

June 15

www.career-lifeskills.com

4th Annual PRWRA Convention

Professional Résumé Writing and Research Association

October 19-21

www.prwra.com - FLORIDA!!

Job Posting

Employment Counsellor/Facilitator

The Learning Enrichment Foundation

ACE/Counselling

Organization Description: The Learning Enrichment Foundation (LEF) is a non-profit organization dedicated to community economic development. In 1978, the organization began serving the community in Toronto's west end, and over the past 25 years has grown to provide a wide range of services to clients from across the Greater Toronto Area through an integrated model of service delivery.

Duties/Responsibilities

- Conduct Self-Marketing Training and other related workshops.
- Case-manage clients and complete reports according to different contract requirements.
- Ensure a 70-75% placement rate through consistent client follow up and referral to job developers.
- Interview and assess clients to obtain employment history, educational background and initial career objectives.
- Identify barriers to employment and assist clients to develop job readiness skills and job search strategies.
- Administer and interpret vocational tests designed to determine the interests, aptitudes and abilities of a client.
- Possess extensive knowledge of the local labour market as well as employment-related programs and services offered throughout the GTA.
- Create Employment Action plans based on assessment, which outline the most effective route to employment.
- Coach/motivate clients to reach targets within a call center environment.
- Adjust curriculum based on current labour market info.

Continued from page 7

- To deliver workshops on job search and life skills issues.
- Essential knowledge of community resources for appropriate referral options.
- To adhere to and maintain target outcomes as set by the program managers.

Requirements/Qualifications

- A post secondary school degree or diploma in a related field, with minimum of 3 years experience in employment counseling and group instruction.
- Previous facilitation/counselling experience in a non-profit environment is necessary.
- In-depth knowledge of the needs and barriers of unemployed individuals with sensitivity towards cultural and economic differences.
- Very strong and diversified follow-up skills.
- Recognizing and transferring placed client employer information to job development.
- Proven experience as an adult trainer – Lesson planning an asset.
- Exceptional written, verbal and organizational skills.
- Group leadership/curriculum/program development skills.
- Strong computer skills – Proficient in MS Office (Word, Excel, Access, PowerPoint, Internet, Email etc.).
- MBTI certification, Personality Dimensions certification, licensed level B testing, and/or proven experience with assessment tools are definite assets.

Duration: 1 year contract with opportunity for renewal

Continued on page 9

Deadline: 2006-05-15

Please state salary expectations in your cover letter.

Contact Information

Effie Andricopoulos, Manager of Counselling Services

116 Industry Street

Toronto, ON M6M 4L8

Fax: 416-769-3112

Email: applylef@lefca.org

Job Posting

Peel-Halton-Dufferin Adult Learning Network

Member Services Coordinator

Position Type: Part Time

Application Deadline: 5/18/2006

Peel-Halton-Dufferin Adult Learning Network is a regional member service organization which supports adult upgrading programs and raises awareness of the literacy challenges faced by many people in our community. The Member Services Coordinator is a new position reporting to the Executive Director. This energetic and resourceful person will be fully engaged in a range of member-driven activities, including training, communication, marketing, and advocacy.

Responsibilities:

- Develop/execute comprehensive membership communication strategy
- Assist with implementation of Network marketing plan
- Manage professional development and training events
- Design internal advertising & communication materials
- Assist with Information and Referral functions
- Represent Network at promotional & community events
- Participate in strategic thinking and visioning
- Support to special projects

Continued from page 9

Qualifications:

- Post-secondary education and/or working toward relevant academic credential and/or equivalent experience
- Strong facilitation, written communication, and presentation skills
- Proven relationship-building and managing skills
- Current computer skills
- Strong information management and knowledge transfer skills

Position and Application Information:

This is a part-time (15 - 20 hours per week), 1 year contract position with the possibility of renewal dependent on funding and performance. There will be occasional travel throughout Peel, Halton, and Dufferin and some flexibility in schedule will be required.

\$15 – \$20/hr. (based on skills and experience)

An application letter and resume should be submitted by Thursday, May 18, 2006.

Job Contact Information

Matthew Shulman, Executive Director
Peel-Halton-Dufferin Adult Learning Network
c/o Meadowvale Branch Library
6677 Meadowvale Town Centre Circle
Mississauga, Ontario L5N 2R5

Email: mcshulman@phdaln.on.ca

For more information visit: <http://www.phdaln.on.ca>

Hats off to the Teams in the Trenches

By Colleen Clarke

Today is Professional Administrative Assistants Day! Today is the day that the only profession in the country gets honored for all their hard work, dedication and flack they put up with from the rest of the office.

But what about the rest of the work force my readers ask? In a world where discrimination, harassment and bullying is so prevalent, other hard working non manager types are asking why they dont get honored and recognized one day of the week as well. Good question, no answer but here are some might be's if there were special days for other professions.

If there was ever a recognition day for independent consultants, instead of flowers, I think I speak for every consultant I know, we would like everyone who hasn't returned our phone calls for the last six months to do so on that day. That's all we ask. Phone us back and email us.

Accountants might ask for everyone to submit all their receipts and a detailed expense report on time and in a readable state. They might also ask that all the receipts be attached or put in an envelope.

I.T. technicians or help desk people probably would like us to learn the most basic parts of our computers so they don't have to run over to our desks to explain that the CD tray is not a cup holder and that you can't open a power point presentation in Word.

Customer service reps in retail stores would like you to check that the toaster you are returning, because you already have 2, actually came from their store and not a defunct Sears or Eatons.

Continued from Page 11...

Clothing store associates might ask that you don't return clothes that have sweat stains under the arm holes or spaghetti sauce on a tie, with an innocent look that you never wore it and have no idea how those stains got there.

Sales reps, for their special tribute day, would like a straight yes or no answer when they ask for the sale.

Mechanics would ask you to remember to tell them there is an alarm on the car door and not to use the key except to start the engine. They usually appreciate performing an oil change on your vehicle every 3000-5000kms, not just when you remember once a year, or was it the year before?

Managers would want you to suggest solutions to problems, never question their decisions, get along like good little employees and have you know that it is lonely at the top.

Having spoken to hundreds of Professional Admin groups over the years I know they too would appreciate some common courtesy, respect, the odd accolade, flex time when in personal crisis and a chance for more professional development - and throw in some flowers if it makes you feel better. For now though, the workplace is what it is and it is up to each and every one of us to make our 8 or 9 hours away from home the most respectful, harmonious and team based as we can muster.

Colleen Clarke

Career Specialist & Corporate Trainer

www.colleenclarke.com

Author: Networking, How to Build Relationships That Count

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