

WG-94

TIMES CHANGE

Women's Employment Service  
535 Glengarry Ave.,  
Toronto, Ontario.  
787-6136

We are situated near the  
Bathurst/Lawrence inter-  
section one block north  
of Lawrence, east of  
Bathurst.

PLEASE CALL AND MAKE AN  
APPOINTMENT FOR ANY OF  
OUR WORKSHOPS OR SERVICES.

REGULAR OFFICE HOURS

Mon. - Thurs. 9 a.m. - 5 p.m.  
Fri. 9 a.m. - 12 noon

Child-care is available by  
appointment during workshops  
and to enable you to go for  
job interviews.

All services at Times Change  
are provided without charge.  
This is made possible through  
a grant by Canada Manpower's  
Outreach Programme.

## JOB SEEKERS WORKSHOP

PART 1 - Every Thursday  
starting March 13  
9:30-11:30 a.m.

For women who have a fairly clear idea of the type of job they desire - but require some assistance. We will discuss the systematic job search and will assist in pairing women seeking similar work (job sharing). You can look over the jobs we have listed and register for placement assistance.

PART 2 - Alternate Tuesdays  
starting Mar. 18, 1:30 -  
3:30 p.m.

The Resume: A well written resume is a valuable tool for the serious job seeker for all types of jobs. Preparation requires goal setting and self-assessment. We will prepare resumes and letters of application together and examine various application forms.

PART 3 - Alternate Tuesdays  
starting Mar. 25, 1:30 -  
3:30 p.m.

The Interview: "It works both ways". Tips on how to prepare for an interview. Everyone will have an opportunity to role-play a job interview which will be taped, and then played back for discussion.

## TRAINING AND RETRAINING INFO

Retraining and refresher courses are available for people who wish to be better equipped for the job market. For further information contact Lorna.

## CONFIDENCE BUILDING GROUPS

For women who would like to return to work but need a little moral support, we offer a room and a leader to start a support-group. The format is based on consciousness-raising groups and continues to meet as long as necessary. Meeting time will be arranged as need demands.

## WORKING WOMEN'S SUPPORT GROUP

This workshop is geared towards women who are working and have related problems either on the jobs or at home. You will gain support and insight from women with similar problems. A specific evening will be set as soon as a minimum of six women have registered.

## ASSERTIVE TRAINING

A four-session workshop held  
Wed. Apr. 16&23, 9:30-11:30  
Thurs. Apr. 17&24, 1:30-3:30

Many people today have a sense of personal powerlessness over their own lives and society. This workshop is designed to introduce you to the concept of asserting yourself in today's world.

## DECIDING WHETHER TO GO BACK TO WORK.

A two-session workshop held  
Thurs. Mar. 20&27, 1:30-3:30

Many factors enter into the decision to go back to work. This workshop will help you look at your factors regarding this decision and also focus on alternatives to work.

## MANAGING MY TIME MORE EFFECTIVELY

A two-session workshop held  
Thurs. Apr. 3&10, 1:30-3:30

Effective Time Management is of crucial importance to the woman returning to work. This workshop helps you take a look at priorities of how you spend your time and gives tips on getting time more under your control

## MYSELF AND WORK

A six-week workshop  
Tues. Mar. 18, 9:30 -  
11:30 a.m.  
Mon. Mar. 27, 1:30 -  
3:30 p.m.

A workshop designed to help you decide for yourself what you would like to do. The format involves self-assessment of skills, temperament and past experiences and a survey of the resources you need to help make that decision. You will meet with other women like yourself to exchange ideas and information. This workshop is NOT recommended for women who already have a clear cut idea of what they would like to do. Groups limited to 10.

## TIMES CHANGE SERVICES

Tools for the job searcher:  
Electric typewriter  
Typing test materials  
Office and telephone

Research Material on Women  
and the Labour Force.

Selected Lending Library

INDIVIDUAL INTERVIEWS AVAILABLE