

# Times Change



Women's  
Employment  
Service

# Times Change

is a non-profit charitable agency serving women in the Toronto area. We offer workshops and counselling in career planning and job search technique, as well as a job placement service for our clients. Membership is open to clients and members of the community concerned about women and employment. Donations are appreciated.

Please call 534-1161 to make an appointment for any of our programs.

Hours may vary, so please telephone  
for an appointment.

932 Bathurst Street  
Toronto, Ont. M5R 3G5

# Times Change Workshops

## Getting Started:

One 2 hr. session

An introductory workshop for women who are unsure about their next step in the job search process or unclear as to how they can best use Times Change services. Staff will help participants clarify their work-related concerns and decide on ways to deal with them.

## Job Seeker's Workshop:

3 consecutive mornings, 9:30 a.m. - 12:00 noon

This workshop is for women actively seeking work. It includes group discussion of job search experiences, and a review of job search techniques. All women who wish to register for our placement service are asked to attend this workshop. Staff are available for follow-up individual appointments as needed.

## Day 1:

Registration and group discussion of the systematic job search.

## Day 2:

Review of resumes and covering letters; individual consultations with staff about career planning, training opportunities, and employment possibilities.

## Day 3:

Discussion of interview techniques, video tape of sample job interview. Participants will role play interviews which will be taped and played back for discussion.

## Vocational Planning Workshop:

*Nov 18 on Res. R*

**Day Series:** Two, 2 hour sessions per week for 4 weeks.

**Evening Series:** One evening per week for 8 weeks.

A workshop for women who are uncertain as to their choice of occupations. Participants will identify their skills, interests and work-related needs through self-exploration. The aim is to look at the decision-making process, and to clarify career goals through occupational research.



“I like the type of work I’ve been doing, but there seems to be no available jobs in my field.”

“I am recently separated, and I need to go back to work to support myself and my children.”

“My children have all left home now, and I need to find something to fulfill myself.”

“I have had many different jobs, but nothing has really satisfied or given me the salary I’d like to be earning.”

“I know what I want to do, but don’t know how to get a job.”

“I don’t know where to begin looking for a job.”

“I am a new immigrant and I need help with my job search.”

Times Change was developed to respond to women’s employment concerns such as those stated above. If you have similar needs, we may be able to help you.

## Times Change also offers these services:

- **Manpower Training Programs:** women who are seriously considering taking a Manpower training course may meet with one of our counsellors. We advise as to eligibility criteria, and available courses, and refer clients to Manpower.
- **Resumes:** women who have prepared a rough draft of their resumes may meet with one of our staff for evaluation and suggestions. If you need information on how to write a resume, please attend our Job Seeker's Workshop.
- An electric typewriter is available on the premises for practice or typing resumes.
- **Resource Library:** Information on career planning, employment opportunities, issues affecting working women, and education programs.

## **Useful Numbers**

### **Nellie's Hostel for Women**

275A Broadview, Toronto  
461-1084

### **Opportunity for Advancement**

111 Sun Row Dr.  
Weston, Ont.  
245-4241

### **Women's Counselling, Referral, and Education Centre**

348 College St.  
924-0766

### **Immigrant Women's Centre**

348 College St., Toronto  
924-7161

### **Metro Toronto Women's Credit Union**

15 Birch Ave., Toronto  
960-0322

### **Unemployment Help Centre**

(counselling and advocacy on UIC claims)  
853B Bloor St. W., Toronto  
531-3585

### **Birth Control & V.D. Centre**

2828 Bathurst St., Toronto  
789-4541

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