

...for first results!

Skills That Can Benefit You in the Workplace

By Courtney Hanley, Ways2Work Counsellor (Norfolk)

When thinking of ways to improve our chances of gaining employment, most of us focus on updating our resume and/or dressing appropriately for an interview. Few people consider the importance of life skills, such as stress management, effective communication, or confidence as a means of increasing our employability. However, these skills are directly related to employability. A person can have an excellent resume, but if they do not communicate effectively the likelihood of them getting the job greatly decreases. Here are some tips to work on before your next interview:

- ♦ **Effective Communication** – Remember that communication is not just how you speak to a prospective employer, but also how you present yourself. The vast majority of communication is non verbal. Other forms of communication; such as your tone of voice, facial expressions, and body language could be sending an employer the wrong message. Be aware of how you are presenting yourself at all times. **Tip: Try practicing in a mirror or with a friend (don't forget to ask for honest feedback!)**
- ♦ **Stress Management** – Everyone deals with stress at certain points in their life, but the important thing to remember is that you should try to deal with stress, rather than let it build up inside of you. Ongoing stress can have multiple negative effects, such as: weight gain, headaches, moodiness, and sleeping problems. Take the time to take care of yourself, using activities like exercise, reading, deep-breathing, and meditation as positive ways to minimize your stress levels. **Tip: If you need support or just someone to talk to, call the Distress Centre at: (519) 821-3760 or the Youth Support Line at: (519) 821-5469.**
- ♦ **Balancing Life and Work** – It is important for people to have a balance between their time at work and their time at home. People who are happy in their home life tend to be happier in their job. A person can become burnt out if they do not take the time to enjoy other activities or pastimes, so make an effort each day to do something that you enjoy, such as: walking the dog, spending time with family, or getting coffee with a friend. **Tip: You will find that taking that little bit of space away from work will leave you feeling rejuvenated and refreshed!**
- ♦ **Confidence** – People who lack confidence often do let outside forces dictate how they feel about themselves on a regular basis. In relation to employment, if you lack self-confidence you might tend to see yourself in a negative light if you have been unable to secure a job. In order to build healthy self esteem it is important to recognize your strengths and weaknesses and what it is that makes you special. **Tip: Notice your talents and abilities—remind yourself of this when you get negative feedback and reward yourself when something does go right!**

Celebrate **Canada Career Week!**

Every year across the country, Canada Career Week celebrates the world of work. This is a time to help Canadians make decisions about their working lives. It is a fact that people who feel in control of their career decisions tend to do and feel better both at work and in life. So whether you are just getting started or are looking for a new beginning, it's a great time to get your career moving!



Career Week at 2nd Chance:

- ◆ Come in and explore the Career Cruising website, which includes quizzes to help you identify your dream job and provides detailed, realistic information about a wide variety of careers. We will provide personalized slips so you can keep track of your own portfolio login information!
- ◆ Win prizes in our Career Contest! Answer clues about 5 “Mystery Careers” for a chance to win Tim Horton’s gift certificates.
- ◆ Check out our Career Week bulletin boards, which highlight some of the coolest, wackiest, and most interesting jobs you’ve ever heard of!