



*Winter turns to spring in Terrace, BC. Photo credits: Kermode Tourism and Hidden Acres Farm & Treehouse Resort*

**Our services Include:**

- Employability & Life Skills Workshops
- Career Counselling & Assessments
- Training & Apprenticeship Services
- Job Development
- Wage Subsidy
- Self-Employment Referrals

**Resource Centre:**

- Job Board
- Computer/Internet/Phone/Fax
- Labour Market Info
- Friendly Staff to Assist
- Community Info

**Offices closed:**

- Family Day,  
Monday February 13
- Good Friday,  
Friday April 14
- Easter Monday,  
Monday April 17

*It is our mission, at Northwest Training Ltd., to provide quality service to individuals to help them achieve personal power and control over their own lives. It is our goal to assist individuals to become self-sufficient and to learn the skills necessary to gain and sustain employment.*



**BRITISH  
COLUMBIA**



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**Northwest Training Ltd.**

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## ***Our Workshop Line-up*** for February and March 2017

### **Tuesday, February 7<sup>th</sup>**

#### **Employer/Employee Expectations**

**9:30 am-12pm**

What should you expect from employers? What should expect from you? Discover your rights and responsibilities in the work-place.

#### **The Art of Filling Out Job Applications**

**1:15pm-3:15pm**

Become a skilled job seeker by filling out job applications like a pro.

### **Wednesday, February 8<sup>th</sup>**

#### **Career Decision Making**

**9:30 am-12pm**

Having trouble settling on a career? We can help guide you through the maze of choices.

#### **Exploring Education & Training**

**1:15pm-3:15pm**

Certificate? Diploma? University degree? Learn to navigate through the available training options.



"What day is it,?" asked Pooh.  
"It's today," squeaked Piglet.  
"My favorite day," said Pooh.

### **Tuesday, February 28<sup>th</sup>**

#### **Organization & Time Management**

**9:30 am-12pm**

Control life's chaos by applying some of these practical, easy to use strategies.

#### **Teamwork for Today's Workplace**

**1:15pm-3:15pm**

What skills and attributes do you need to be a successful team player? Find out in our new workshop.

### **Wednesday, March 1<sup>st</sup>**

#### **Budgeting & Money Management**

**9:30 am-12pm**

Explore new strategies to help get your finances back on track.

#### **Stress Management & Mindfulness**

**1:15pm-3:15pm**

Negative thoughts are real but are they true? Learn to examine negative thoughts and reframe them as a step toward reducing anxiety and depression.

New to Computers? Try our Workshop series:  
***Computer Skills for the Workplace  
for Beginners***



Wednesday, February 15<sup>th</sup>

4:30-7pm Introduction to Computers

Thursday, February 16<sup>th</sup>

4:30-7pm Introduction to Microsoft Word

Wednesday, February 22<sup>nd</sup>

4:30-7pm Enhancing Your Documents with Microsoft Word

Thursday, February 23<sup>rd</sup>

4:30-7pm Email 101: Attaching & Emailing Your Resume & Cover Letter

**Important:** Since this is a series for beginners, with one module building upon another, participants must register in all four of the workshops.



Instructor Susan Biagi



# Stress reduction for jobseekers

Ruminating about the past (“I really blew that job interview!”) or worrying about the future (“The bills are piling up!”) is a normal part of the process. Next time your mind jumps to a conclusion that sends you toward depression or anxiety, check to see if that thought is true.

We are living with “a noise machine in our heads,” like a critical, negative room-mate who won’t move out and won’t shut up! Quiet that chattering by considering whether the thought has any basis in fact, or if you are exaggerating its importance.

mindful  
mindful.org

## THOUGHTS are **NOT** FACTS PRACTICE

When you put some space between you and your reaction, it changes your relationship to your thoughts—you can watch them come and go instead of treating them as facts.

If you're stuck on a negative thought, ask yourself:

1

### Is it true?

Often the answer is, “Well, yes.” This is the brain initially reacting—the autopilot you live with and believe is you.

2

### Is it absolutely true?

Is this thought 100% accurate? Can you see the thought in a different way?

3

### How does this thought make me feel?

Notice any storylines you're holding onto, and name your feelings: *sad, angry, jealous, hurt.*

4

### What would things be like if I didn't hold this belief?

Imagine possible benefits to your relationships, energy levels, and motivation.