2020’s Most In-Demand Skills

What skills does the workforce value most?

1. Creativity
   Organizations need people who can creatively approach problems and tasks across all business roles. Focus on honing your ability to bring new ideas to the table in 2020.

2. Persuasion
   Leaders and hiring managers value individuals who can explain the "why." To advance your career, brush up on your ability to effectively communicate ideas and persuade your colleagues and stakeholders that it’s in their best interest to follow your lead.

3. Collaboration
   High-functioning teams can accomplish more than any individual—and organizations know it. Learn how your strengths can complement those of your colleagues to reach a common goal.

4. Adaptability
   The only constant in life—and in business—is change. To stand out in 2020, embrace that reality and make sure to show up with a positive attitude and open-minded professionalism, especially in stressful situations.

5. Emotional Intelligence
   Emotional intelligence is the ability to perceive, evaluate, and respond to your own emotions and the emotions of others.

Source:
The Future of Work with Career Trek’s Get Ready to Work! Program

Submission: Career Trek

The future of work is constantly changing and evolving at a rapid rate, making it a difficult space to navigate, especially for youth. It can be challenging to keep up with trends and to know what sectors are going to be disrupted by technology and innovation. Being able to understand the skills needed to adapt to the future of work and knowing where to get the education and training necessary to maintain a competitive edge can feel overwhelming for young people.

As the working world continues to change, there is an increased demand for foundational skills, such as critical thinking, collaboration, complex problem solving, effective communication and digital fluency. These 21st century employability skills are vital to ensure youth are successful in a skills-based economy. Career Trek is able to step into the gap, providing Manitobans with a wide range of experiences and information designed to develop the knowledge, skills, relationships, and values consistent with education and career success.

Career Trek’s Get Ready to Work (GRTW) project provides grade 9 students with the chance to explore a variety of occupations in partnership with business, industry and post-secondary institutions in Manitoba while at the same time developing important workplace essential skills. Students will visit local post-secondary campuses and businesses to get a first-hand experience of what it’s like to be a part of the featured careers. Each of the lessons are designed to get students thinking about how their current school subjects are linked to future education and career opportunities. This experiential learning opportunity will better prepare students to make informed decisions about their future in education, post-secondary, training and beyond.

Get Ready to Work!

Fifty grade 9 youth will participate in the program this spring across three locations - The Pas, Brandon and Winnipeg. GRTW activities will include career exploration lessons, skill development workshops, and visits to local employers. In The Pas, students will explore careers in: Natural Resources Management, Education, Health Care, Media, Entrepreneurship and Innovation.

Project Objectives

- Develop 21st century essential skills
- Explore at least 8 different careers and learn directly from professionals in the field
- Inspire lifelong learning
- Increase confidence, knowledge, skill and awareness
- Build a road map to support education and career success
- Learn about financing opportunities for their education
- Build a personalized career portfolio

Be a part of Get Ready To Work!

We’re looking for post-secondary students to be a part of GRTW in The Pas. Be a part of positive change in the lives of youth in your community.

If you want to help students ignite their passion, expand their knowledge, and increase their understanding of the value and importance of their education, career and life success, contact Karen LeForte at kleforte@careertrek.ca or (204) 978-1075 to discuss how you can be a part of Get Ready to Work.

Career Trek

As an award-winning not-for-profit organization, Career Trek provides education and career development programming for young people in realistic settings. Participants are engaged in hands-on learning experiences that are designed to ignite their passion, grow their confidence and increase their understanding of the important role that education and career planning can play in their lives.
How can the Centre for Career & Work-Integrated Learning support UCN Faculty?

- In-class delivery of career development topics
- Assist in planning program-specific career events
- Provide support for mock interviews
- "Don’t Cancel that Class!" - if you need to be away from class due to a professional or personal conflict, we can deliver a career seminar! Faculty can choose from a variety of career topics or we can tailor a career seminar based on your student’s needs.

Watch our Video Here to Learn More about the programs and services available to you:
https://youtu.be/Be7DDPlI7Zs
**WHO IS CEWIL?**

Co-operative Education and Work-Integrated Learning Canada (CEWIL Canada) is the leading organization for work-integrated learning in Canada.

CEWIL partners with post-secondary institutions, community members, employers, government, and students to champion work-integrated learning (WIL). As a member of CEWIL, University College of the North partners with key stakeholders in the delivery of quality work-integrated learning programs.

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**What is WIL?**

“WIL is a model and process of experiential education which formally and intentionally integrates a student’s academic studies with learning in a workplace or practice setting”

WIL experiences normally include an engaged partnership between an academic institution, a host organization/employer, and a student.

WIL occurs at the course or program level and includes the development of learning outcomes related to employability, personal agency, and life-long learning.

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**For more information visit:**

https://www.cewilcanada.ca/
Who We Are & What We Do

The Women’s Enterprise Centre of Manitoba is a resource for women looking to start or expand their businesses. We work on an individual basis with women throughout the province to answer their questions and help them determine the steps to make their businesses successful.

Get Started With Us

Every idea is as different as the entrepreneur who conceives it so a one-size-fits-all approach won’t work for women entrepreneurs in their quest for business start and growth. Instead, we provide you with a variety of ways to connect with our team, acquire skills and build your network.

- Give us a call or send us an email
- Read our blog
- Sign up for our e-newsletter
- Join our LinkedIn group
- Follow up on Facebook
- Send us your business plan

- Get answers to questions about starting a business in Manitoba
- Develop your business plan
- Attend a seminar on marketing, management or financials
- Network with entrepreneurs
- Discuss your ideas with a Business Advisor
- Explore other business resources

For more information visit: https://wecm.ca/
Current Job:
School Guidance Counsellor,
Mary Duncan School,
Kelsey School Division, The Pas, MB

What her job entails:
As School Guidance Counsellor my role is to help students tackle the barriers to their learning. The barriers I see facing students are mental health, trauma, addictions, poverty, social emotional learning and relationships. I provide one on one counselling, group and support the school as whole.

Future Plans:
A year and a half ago I started a post-graduate program in Art Therapy with Winnipeg Holistic Expressive Arts Therapy Institute. I have completed my coursework and practicum and am in the process of completing my thesis. My background in Education is instrumental in my approach as an Art Therapist.

How did your UCN Program help you achieve and advance your career goals to-date?
I had a wonderful experience at UCN. The program shaped how I viewed education and prepared me for the diverse challenges teachers face in public schools.

What key competencies did you acquire?
Kenanow Bachelor of Education program focused on a Middle Years stream and I started working in Adult Education, then went to Elementary for Grade 3 & 4 and now am a School Guidance Counsellor. I left the program with core values of focusing on relationships, respect and responsibility. I believe student/teacher relationships are key to success, regardless of the grade or content one teaches.

Anything else you would like to share to encourage prospective students?
UCN facilitated many opportunities for my professional growth in education. I was able to attend multiple workshops and conferences, even presenting in a few.

UCN facilitated opportunities for community connections; volunteering, exposure and learning. I was hired with Kelsey School Division before I graduated from Education. Over the years I have collaborated with UCN for different projects, had multiple student teachers work with me and recently partnered with UCN to have Education students mentor our students at Mary Duncan.
STUDENT SUMMER EMPLOYMENT OPPORTUNITY

Are you an energetic, hands-on leader who enjoys working with students and youth? Are you looking for opportunities to make a difference in your community? Do you thrive on the opportunity to engage with the public, plan events and deliver education and information sessions to students and youth? If so, we may have the summer job for you!

The Manitoba Youth Job Centres (MYJC) program is accepting resumes for anticipated summer positions as Youth Engagement Leaders throughout rural and northern Manitoba. These positions provide 15 weeks of full-time employment (early May to mid-August) at $12.77/hour.

Working for the MYJC, you will:

- Establish a local youth employment office in your community;
- Promote the MYJC program and services through community visits, advertising and presentations;
- Deliver information sessions on job search, resume and cover letter preparation and employability skills through classroom presentations and in-person sessions;
- Provide information and access to other government and community programs;
- Organize and operate youth first-work experience programs in the community.

All applicants must:

- be available to start employment the second week of May in order to attend a paid, three-day training session in Winnipeg (accommodations, meals, and mileage/travel expenses are provided);
- be a student currently attending a post-secondary institution and planning to return to studies in the fall of 2020;
- have a valid driver’s licence and access to a vehicle;
- be registered with STEP Services.

Please note: offers of employment will be contingent upon submission of satisfactory Criminal Record and Child Abuse Registry Checks.

Work Locations for Youth Engagement Leaders:

| Altona  
| Dauphin | Lac du Bonnet | Pilot Mound | Ste. Rose du Lac | Winkler |
|---------|------------|-------------|---------------|---------------|--------|
| Arborg | Deloraine | Lunden  
| Ashern | Flin Flon | McCreaory | Rivers | Swan River |
| Beausejour | Gimli | Minnedosa | Roblin | Teulon |
| Boissevain | Gladstone | Morden | Russell  
| Brandon | Glenboro  
| Carberry | Grandview | Neepawa | Steinbach | Treheeme  
| Carman  
| Hamiota | Niverville  
| St. Pierre-Jolys | Virden |

*French/English Bilingual incumbent required ** French/English Bilingual incumbent preferred

IMPORTANT: All applicants must include a cover letter indicating which location(s) they are applying to and, where necessary, must identify bilingual status. Hiring preference is given to local residents.

Please submit your cover letter and resume by March 2, 2020 to:

Attention: Program Coordinator
Manitoba Youth Job Centres
Room 230-800 Portage Avenue
Winnipeg, Manitoba R3G 0N4
FAX (204) 945-5726
Email: Kristy.Boyko@gov.mb.ca

The Government of Manitoba is committed to Employment Equity in order to create a civil service that is representative at all levels of four designated groups: women, persons with disabilities, Indigenous persons and visible minorities. Applicants are encouraged to indicate if they are from one or more of these groups so that government can gather data to monitor the effectiveness of its Employment Equity Program.
School District of Mystery Lake
Human Resources

408 Thompson Drive North, Thompson MB R8N 0C5 Phone: (204) 677-6159 Fax: (204) 677-9528

POSTING: SS20200201001-1
Summer Student - Maintenance Department

LOCATION: School Board Office
FTE: 100.000
START DATE: MAY 11, 2020
SALARY: As outlined in the 9223-13 CBA
CLOSING DATE: MAR. 31, 2020
CLOSING TIME: 16:00 pm

JOB QUALIFICATIONS:
- To work in conjunction with the Maintenance Department.
- To provide lawn maintenance and care for the yard. This includes: garbage pickup, cutting & trimming grass, maintaining flower beds, maintaining playground equipment, minor painting etc.
- Movement of educational supplies from various locations.
- Receiving and assembling school furnishings.
- Maintaining pool hire.
- Cleaning of School Board Office staffroom and staff washrooms throughout the year. Ensuring they are left tidy and reheeled as needed.
- Other duties as assigned.

We thank all for applying, those short listed will be contacted. Employment is conditional on receiving a clear Criminal Record Check and Child Abuse Registry check.

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NORTHERN HEALTH REGION

CAREER OPPORTUNITY

Health Records Clerk
This is a term position starting from a temporary, fixed, part-time basis and is subject to change with time up to 2 years maximum.

LOCATION: Thompson, MB

FACULTY: Thompson General Hospital

SUMMARY

Works collaboratively with the clinic manager, the health information management professionals, the interdisciplinary team and other stakeholders to perform the functions of health records clinical support. Demonstrates core competencies including teamwork and collaboration, adaptability, initiative and proactivity, diversity, awareness, development of self and others, and customer focus.

QUALIFICATIONS
- Grade 12 education or equivalent
- Completion of post-secondary education in Office Administration through a business school or college (combinations of education and experience may be considered)
- Recognized medical terminology course
- Thorough knowledge of Windows-based programs (Microsoft Word, Excel, Outlook and Internet)
- Previous clinic office experience preferred
- Knowledge of local or Electronic Medical Record preferred
- Accurate word processing at 60 words per minute (typing test will be required)

FULL JOB DESCRIPTION AVAILABLE ON REQUEST

Rec and Wellness - Public Works - Maintenance

The Town of The Pas is accepting applications for summer students in the following departments:

Rec and Wellness - Public Works - Maintenance

Some positions could start as early as mid-May and include:
- Head Kids Camp Counsellor
- Kids Camp Counsellors (4-6 positions)
- Summer Coordinator
- Green Team (4-6 positions)
- Summer Student Labourers – Public Works (4-6 positions)
- Summer Student Labourer – Community Beautification "contingent on grant funding"

Please clearly indicate when you would be able to start and what position(s) you are interested in applying for.

Applications will be accepted up to April 15th, 2020 or until positions are adequately staffed

Please drop off your resume at 81 Edwards Ave. or send by email or fax:
Sam Mirza-Agha, Municipal Superintendent
SamMirzaAgha@thepas.ca
Fax: (204) 633-6508
P.O. Box 873, The Pas, MB, R8A 1S8
www.thepas.ca

We thank all candidates for their interest however only those selected for an interview will be contacted.

Check these links for more information:
- https://www.thepascdc.com/careers
- https://www.jobbank.gc.ca/home
- https://www.glassdoor.ca/index.htm
- https://www.indeed.ca/
Have a great story to share about the career development & work-integrated learning happening at UCN? Send it to us and it will be featured in an upcoming newsletter!

UCN Showing its #WILPOWER for National Co-op & WIL Month

Over the past few days, the Centre for Career & Work-Integrated Learning, visited our programs to capture our students in action for National Co-op & Work-Integrated Learning Month, an initiative supported by CEWIL Canada (see pg.4 for details). For more Information contact: Centre for Career & Work-Integrated Learning 627-8557 kpaskaruk@ucn.ca