



Employment Service Action Plan

Immigrant Centre

Client Name and IC#	
Employment Facilitator	
Phone	
Email	
Employment Goals (Job Titles)	



Canadian Employment Readiness Certificate

Provide following item(s) to your Employment Facilitator or take action

- Prepare your reference list (2-3 references) right away – you will learn details in Phase 2 workshop
- Resume file(s) if updated
- Resume file(s) or Resume Information (Employment/Volunteer/Education History or on the form)
- Your English Assessment Results (Scores) from WELARC
- Your English Class/Training Information: name of school, name of course and duration

Your Phase 2-4 Workshop Schedule:

- Job Search Workshop (Phase 2) on **Tuesday, May 20 · 6:00 – 8:00pm**
- Job Interview Workshop (Phase 3) on **Wednesday, May 21 · 6:00 – 8:00pm**
- Canadian Workplace Culture Workshop (Phase 4) on **Thursday, May 22 · 6:00 – 8:00pm**
- Job Search Workshop (Phase 2) on **Wednesday, June 4 · 9:30am – 12:00pm**
- Job Interview Workshop (Phase 3) on **Thursday, June 5 · 9:30am – 12:00pm**
- Canadian Workplace Culture Workshop (Phase 4) on **Friday, June 6 · 9:30am – 12:00pm**

Tigrigna Workshops (in person)

- Job Search Workshop (Phase 2 – Tigrigna) on **Tuesday, April 15 · 9:30am – 12:00pm**
- Job Interview Workshop (Phase 3 – Tigrigna) on **Wednesday, April 16 · 9:30am – 12:00pm**
- Canadian Workplace Culture Workshop (Phase 4 – Tigrigna) on **Friday, April 17 · 9:30am – 12:00pm**
- Tigrigna Job Club on **Wednesday, April 23 · 10:00am – 12:00pm**
- Tigrigna Commercial Cleaning Training on **Tuesday, April 22 · 9:30am – 2:30pm**

Observe Workshops (Summary Information) in English, Arabic, Persian/Dari/Farsi, Somali, Tigrigna or Ukrainian at <https://www.icmanitoba.com/services/employment/employment-services-workshop-recordings/>

Additional Workshops – ask Manami to register you for upcoming sessions:

- Culture Shock and Resilience Workshop (1 hour, virtual): **Wednesday, May 21 · 10:00 – 11:00am**
- Conflict in the Workplace Workshop (1 hour, virtual): **Wednesday, May 21 · 11:00am – 12:00pm**

Improve Your Employability Skills

Make yourself more appealing to employers with training

FREE TRAINING*

- FOOD HANDLER CERTIFICATION
- FIRST AID & CPR CERTIFICATION
- CUSTOMER SERVICE WORKSHOP
- COMMERCIAL CLEANING WORKSHOP
- CULTURE SHOCK & RESILIENCE AND CONFLICT IN THE WORKPLACE WORKSHOPS

- ↑ Increase your chances of getting hired by showing you are qualified.
- *Eligibility requirements apply.

Training	Details	Registration
Commercial Cleaning Basics Workshop	1-day workshop in English or Somali or Tigrigna or Ukrainian	Ask Manami to register for next training after you finish all 3 workshops (Phase 2 – 4)
STAR Customer Service & Loss Prevention Workshop	2-day workshop available in English or Ukrainian	
Food Handler Certificate Training	3-day course in English or Ukrainian Must pass 50-question test with 70%+ to receive Certificate	
First Aid & CPR Certificate Training	1-day course in English – ask Manami to put you on waitlist after you: - Complete Phases 1-4, are unemployed, and looking for a job that requires First Aid Certificate to be eligible (child care, health care) - Must pass written and practical test to receive Certificate	

Contact Employers – Apply for Jobs

ACCESS TO EMPLOYERS

- HIRING EVENTS.
- EMPLOYER VISIT.
- REFERRALS TO EMPLOYERS.
- INFORMATION SESSIONS.

- ↑ Job postings and invitations to employment events.
- ↑ We send your resume to employers.
- ↑ Follow up meetings and support from your Facilitator.

Apply to 3-5 Jobs Every Day – keep track on your “Job Search Report” form

Job Leads Emails	Apply to jobs you qualify for via emails from our Employer Liaison.
Employer events and information sessions	Register for and attend as many events as possible via emails from us.
Job Search links:	Apply to jobs using job search links on our website https://www.icmanitoba.com/services/employment/job-search-related-links/
Follow up with employers	Contact employers 1-2 weeks after submitting your application
Read job search stories	icmanitoba.com/services/employment/success-stories/

Check your voicemail and email every day and respond within 2 business days (ideally in 1 day!)

Report to your Employment Facilitator when you get job interviews and ask for help if needed

Tell your Employment Facilitator when you get hired:

- Your Job Title , Company Name, Average Hours Worked Per Week, and Wage

Why do we need to know if you are employed even if you found the job yourself?

- Our Employment Services are to teach newcomers how to find jobs and pass job interviews
- To keep receiving funding for our program we need to report employment status of clients
- We can help update your resume with your new information for your future job search
- Most importantly – we want to celebrate your good news!

Improve Your Employability Skills

Program	Details	Address and Contact Information
Improve English Skills	Free Conversation Groups at Immigrant Centre's AEC Go to the AEC in the lower level for assessment and registration	(204) 943-9969 Ext 222 icmanitoba.com/services/classes-presentations-workshops/access-english-centre-aec/
	Free English assessment and ESL classes for Permanent Residents and some work permit holders.	WELARC (204) 943-5387 400-275 Portage Avenue, welarc.net/
	Informal Language Resource Guide (for newcomers that are on waiting lists for English Classes and/or AEC Conversation Groups or are not eligible for free English Classes)	https://mansomanitoba.ca/resources/informal-language-options/ .
Get Manitoba Class 5 Driver's License at MPI	Get Manitoba Class 5 Driver's License within 3 months	mpi.mb.ca/Pages/new-to-manitoba.aspx
Driver's Education	Free Driver's Education at Immigrant Centre Manitoba to prepare for knowledge test	icmanitoba.com/services/classes-presentations-workshops/driver-education-classes
	Citizens' Bridge Driver's Education Classes and in-car training to prepare for written and road tests.	necrc.org/programs-services/adult-driver-training-program/
Computer Classes	Computer Classes for beginners with CLB 1-4, 8 week course, 2 hours, 3 times a week, childminding and Interpreters, free desktop computers	Altered Minds – Computers for Life 2nd Floor – 406 Edmonton Street 204-560-4400 computers@alteredminds.ca alteredminds.ca/computers-for-life/
	Training modules on Immigrant Centre's website	https://www.icmanitoba.com/services/classes-presentations-workshops/computer-training/
	Online and in-person workshops at the Winnipeg Public Library	https://wpl.winnipeg.ca/library/whats-happening/computerworkshops.asp .
	Typing	https://sense-lang.org/typing/tutor/keyboarding.php
	Training agency	https://techmanitoba.ca/events/category/community-classes/

	EDGE Computer Classes	533 St Annes Rd, (204) 254-1618 Ext 306 https://edgeinc.ca/computer.html
SAFE Work Manitoba	Free online and in-person courses to improve safety in the workplace	safemanitoba.com/
Improve Essential Skills (Skills4Success)	Assessments and training for Skills for Success	Workplace Education Manitoba (204) 272-5030 https://wem.mb.ca/
First Aid & CPR Certificate	Get First Aid/CPR Certificate Training from Other Organizations (Some Fees May Apply)	First Aid Training Centre https://www.firstaidtrainingcentre.ca/ St. John's Ambulance https://www.sja.ca/en/first-aid-training
Volunteer (Gain Experience and Network)	Volunteer Manitoba: volunteermanitoba.ca/ Harvest Manitoba: harvestmanitoba.ca/volunteer Immigrant Centre Manitoba: icmanitoba.com/get-involved/volunteer/ Misericordia Hospital: https://misericordia.mb.ca/contact-us/volunteer/ Health Sciences Centre: https://hsc.mb.ca/careers/volunteers/ St. Boniface Hospital: https://stbonifacehospital.ca/volunteer/	

Job Specific Training and Resources

Qualification Recognition Resources

Qualification Recognition – Help for newcomer professionals to get their international education and/or experience recognized in Manitoba/Canada.		
Qualification Recognition Resource Guides	Qualification Recognition Resource Guides in 21 professions and Qualification Recognition Licensing Resources are available at https://manitobastart.com/career-services	
Qualification Recognition Navigator at Manitoba Start	Go to Manitoba Start and request a one-on-one appointment with the Qualification Recognition Navigator to learn how to get your education and/or experience recognized in Manitoba/Canada.	
Qualification Recognition Webinars at Manitoba Start	Register for free Qualification Recognition webinars at Manitoba Start https://manitobastart.com/events	

Administration/Bookkeeping/Reception

Administration/Bookkeeping/Reception		
Contact Associations and Sector Councils (Fees May Apply)	Chartered Professional Accountants of Canada • cpacanada.ca/en/	
Criminal Record Check (Some Fees May Apply) ONLY If Requested by an Employer or Licensing Body	Winnipeg Police Criminal Record Check including "Vulnerable Sector Search" (5-6 weeks to process)	Winnipeg Police Headquarters – 245 Smith Street, (204) 986-6074 https://www.winnipeg.ca/police/services/online-record-checks

	Commissionaires Manitoba Criminal Record Check not including "Vulnerable Sector Search" (2-4 days to process)	(204) 942-5993 https://commissionaires.ca/en/services/criminal-record-checks/
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Childcare Worker/Educational Assistant

Childcare Worker		
Get Childcare Training/Certification (Some Fees May Apply)	Child Care Skills Training - Canadian Muslim Women's Institute (CMWI) https://cmwi.ca/child-care-skills-training/	
	Taking Root Childminding Training - West Central Women's Resource Centre (WCWRC) https://wcwrc.ca/training/	
	WEVAS (Working Effectively with Violent/Aggressive Students/States) Certificate https://www.wevas.ca/workshops	
	Nonviolent Crisis Intervention (NVCi) https://ilrc.mb.ca/training-nci	
	Open a Childcare Centre in your home: - Family Dynamics (Open Child Care Centre in Your Home) 401-393 Portage Ave (Portage Place), (204) 947-1401 https://familydynamics.ca/services/family-child-care-training-program/	
	Get a Child Care Certificate based on your prior experience: - Manitoba Professional Certification Branch, Russell, MB http://www.edu.gov.mb.ca/k12/profcert/contact.html	
First Aid & CPR Certificate	Get First Aid/CPR Certificate Training (Some Fees May Apply)	First Aid Training Centre https://www.firstaidtrainingcentre.ca/ St. John's Ambulance https://www.sja.ca/en/first-aid-training
Criminal Record Check (Some Fees May Apply) ONLY If Requested by an Employer or Licensing Body	Winnipeg Police Criminal Record Check including "Vulnerable Sector Search" (5-6 weeks to process)	Winnipeg Police Headquarters - 245 Smith Street, (204) 986-6074 https://www.winnipeg.ca/police/services/online-record-checks
	Commissionaires Manitoba Criminal Record Check not including "Vulnerable Sector Search" (2-4 days to process)	(204) 942-5993 https://commissionaires.ca/en/services/criminal-record-checks/

Get Child Abuse/Adult Abuse Registry Checks (Some Fees May Apply) ONLY If Requested by an Employer or Licensing Body	Child Abuse Registry and Adult Abuse Registry Checks	Child and Family Services 2nd Floor, 777 Portage Avenue https://www.gov.mb.ca/fs/abuseregistries.html
Contact Associations and Sector Councils (Fees May Apply)	Manitoba Child Care Association: http://mccahouse.org/	
Forty Hour Course Options for Child Care Assistants and Home-Based Child Care Providers	https://www.manitoba.ca/education/childcare/students_workforce/40-hour_course.html	
Child Care Centres	Take your resume to child care centres in person Manitoba Child Care Search: https://childcaresearch.gov.mb.ca/	
EA (Educational Assistant)	Use following resources and do further research which is an important part of your steps. - If you would like to get a certificate, Google search: Educational Assistant program Winnipeg and compare school information - Prepare a targeted resume - You can apply for EA positions through Winnipeg School divisions (check out their websites and look for postings) - Volunteer at a school (many benefits as you learn in our job search workshop) - Apply for a Lunch Monitor position (although it's only 1 hour per day, it will give you good experience, networking opportunities at the school and strong reference) - Find any teaching related work e.g. teaching opportunities at NEEDS https://needsinc.ca/ , tutoring, in your community, etc. - If you have teaching certification in your country, you can also apply for credential assessment at WES to see how much more education you have to do here to get Canadian teaching certificate https://www.wes.org/ca/	
Youth Support Worker		
Youth Support Worker Agncies	https://mansomanitoba.ca/ https://www.manitobapossible.ca/ https://www.mountcarmel.ca/ https://newdirections.mb.ca/ https://www.clubhousewinnipeg.ca/ https://www.ldamanitoba.org/ https://thelinkmb.ca/	

Cleaner

Cleaner

Professional Cleaner Training	Housekeeping Room Attendant Training 6 Week Full Time Training with Work Placement at Manitoba Tourism Education College (MTEC) https://mteccollege.ca/	
WHMIS Training	Video Explaining WHMIS	https://www.youtube.com/watch?v=7hPaHpEEG60
	CCOHS Free Online WHMIS 2015 Course/Test	https://swmb.bluedrop.io/storefront/safeworkmanitoba-trainingportal (select 'ELEARNING' tab and scroll down and select course - 'WHMIS 2015 for Manitoba Workers: Provincially Regulated Workplace')
Contact Associations and Sector Councils (Fees May Apply)	Manitoba Tourism Education Council https://mtec.mb.ca/	

Customer Service (Hotel, Retail, and Call Centre/Contact Centers)

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Customer Service Training/Certification (Some Fees May Apply)	Half Day Workshops at Manitoba Tourism Education College (MTEC) https://mtec.mb.ca/training.asp	
	6-8 Week Full Time Training with Work Placement at Manitoba Tourism Education College (MTEC) Retail Sales Associate Training https://mteccollege.ca/14/retail-sales-associate Front Desk Clerk Training https://mteccollege.ca/11/front-desk-clerk	
WHMIS Training	Video Explaining WHMIS	https://www.youtube.com/watch?v=7hPaHpEEG60
	CCOHS Free Online WHMIS 2015 Course/Test	https://www.ccohs.ca/distributors/manitoba
Contact Associations and Sector Councils (Fees May Apply)	Manitoba Customer Contact Association: https://www.mbcustomercontact.org/ Manitoba Tourism Education Council: https://www.mtec.mb.ca/	

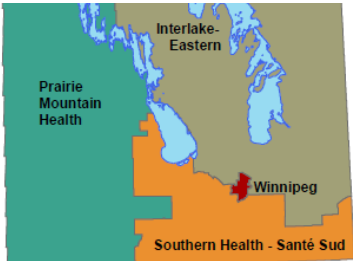
Driver (Delivery/Taxi/Semi-Truck)

Driver (Delivery/Taxi/Semi-Truck)	
Driver Training and Requirements (Some Fees May Apply)	Taxi Driver Taxi: Get a Class 4 Driver's License from MPI: https://www.mpi.mb.ca/Pages/types-of-licences.aspx/ Get a Taxi Driver's License with the City of Winnipeg: https://www.winnipeg.ca/vehiclesforhire/drivers.stm#9 DART Accessible Transportation Training https://ilrc.mb.ca/taxi-training/#tab-6
	Delivery Driver Get a Class 3 or 4 or 5 Driver's License (depending on type of vehicle)

	• https://www.mpi.mb.ca/Pages/types-of-licences.aspx/ Semi-Truck Driver: Get Mandatory Class 1 Entry Level Training: • https://www.mpi.mb.ca/Pages/mandatory-entry-level-training.aspx /
Driver's Abstract (Driving Record)	Manitoba Public Insurance (MPI) – Complete the request form on your computer or device, then print and sign the completed form. • https://www.mpi.mb.ca/Pages/get-driving-record.aspx
Driver Safety Training (Some Fees May Apply)	Driver for Hire (Online Training) • https://csc.skillspass.com/driverforhire/ RPM Trucking Industry Safety: • https://www.rpmsafety.ca/
Contact Associations and Sector Councils (Fees May Apply)	Manitoba Trucking Association: • https://www.trucking.mb.ca/ Manitoba Transportation and Logistics Sector Council: • https://www.gov.mb.ca/jec/busdev/financial/scp.html Supply Chain Canada – Manitoba Institute: • https://www.supplychaincanada.com/about/the-institutes

Health Care Worker/Youth Support Worker

Health Care Worker/Youth Support Worker	
Training (Some Fees May Apply)	Independent Living Resource Centre trainings Ph: (204) 947-0194, 167 Lombard Ave #100, Winnipeg, MB https://ilrc.mb.ca/page/#tab-2 • Advancing Disability Awareness through Prioritized Training (ADAPT) • Disability Awareness Resource Training (DART) • Disability Emergency Management (DEM) • Nonviolent Crisis Intervention (NVC) Health Care Aide RB Russell Vocational High School – Health Care Aide Program • CLB 5+, live in WSD1 area • (204) 589-5301, 364 Dufferin Avenue • https://www.winnipegssd.ca/rbrussell/page/4167/health-care-aide Shared Health Uncertified Home Care Attendant Program • four-week Uncertified Home Care Attendant Training Program • https://wrha.mb.ca/uhca/
Foreign Credential Recognition	Access Hub for Internationally Educated Health Professionals • Information on licencing, education, and employment for internationally educated Audiologists, Occupational therapists, Pharmacists, Physiotherapists, Respiratory therapists, and Speech-language pathologists • https://umanitoba.ca/internationally-educated-health-professionals/ Manitoba Internationally Educated Nurses Program • https://forms.gov.mb.ca/manitoba-iens-program/

Criminal Record Check (Some Fees May Apply) ONLY If Requested by an Employer or Licensing Body	Winnipeg Police Criminal Record Check including "Vulnerable Sector Search" (5-6 weeks to process)	Winnipeg Police Headquarters – 245 Smith Street, (204) 986-6074 https://www.winnipeg.ca/police/services/online-record-checks
	Commissionaires Manitoba Criminal Record Check not including "Vulnerable Sector Search" (2-4 days to process)	(204) 942-5993 https://commissionaires.ca/en/services/criminal-record-checks/
Health Care Retention and Recruitment Office	The Manitoba government established the Health Care Retention and Recruitment Office to attract and retain skilled healthcare professionals from across Manitoba, Canada and internationally. Connect with us to explore the exciting opportunities that await you in Manitoba! https://www.makeitinmanitoba.ca/	
Apply for Health Care Jobs 	Most jobs with the WRHA/Shared Health are unionized. You will have the best chance if you apply for CASUAL jobs and once you are working there, you can apply for part-time and later full-time jobs. • https://careers.wrha.mb.ca/ If you have a Driver's License and vehicle you have a better chance if you apply for jobs at other health regions outside of Winnipeg. Southern Health and Interlake-Eastern Health Regions have various locations within a 30 minute drive of Winnipeg with LESS COMPETITION.	
	Southern Health https://southernhealth.ca/careers/	St. Pierre-Jolys (30 min SE of Winnipeg) Morris (30 min S of Winnipeg) Rosenort (30 min SW of Winnipeg) Starbuck (30 min W of Winnipeg) St, Anne(30 min E of Winnipeg)
	Interlake-Eastern Health https://selfservice.ierha.ca/QSS/appllicant/JobSearch.aspx	Oakbank (10 min E of Winnipeg) Stonewall (20 min N of Winnipeg) Beausejour, MB (30 min NE of Winnipeg) Selkirk/Interlake-Eastern Health Services Offices (30 min NE of Winnipeg) Teulon (30 min N of Winnipeg)
Get Child Abuse/Adult Abuse Registry Checks (Some Fees May Apply) ONLY If Requested by an Employer or Licensing Body	Child Abuse Registry and Adult Abuse Registry Checks	Child and Family Services 2nd Floor, 777 Portage Avenue https://www.gov.mb.ca/fs/abuseregistries.html

Contact Associations and Sector Councils (Fees May Apply)	Manitoba Association of Health Care Professionals • https://mahcp.ca/ College of Registered Nurses of Manitoba • https://www.crnmb.ca/applicants/internationally-educated-nurses/ College of Licensed Practical Nurses of Manitoba • http://clpnm.ca/registration/internationally-educated-nurses/
Youth Support/Social Service	https://mansomanitoba.ca/ https://www.manitobapossible.ca/ https://www.mountcarmel.ca/ https://newdirections.mb.ca/ https://www.clubhousewinnipeg.ca/ https://www.ldamanitoba.org/ https://thelinkmb.ca/ https://www.knowledscentre.org/

IT and STEM (Science, Technology, Engineering and Mathematics) Professions

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Training/Certification (Some Fees May Apply)	ComIT (Coding Program – 3 evenings a week for 3 months) • https://www.comit.org/
Contact Associations and Sector Councils (Fees May Apply)	TECH First/Tech Girls for Women in STEM fields • https://www.techgirls.ca/ Creative Manitoba • https://creativemanitoba.ca/ TECH Manitoba • https://techmanitoba.ca/ New Media Manitoba: Interactive Digital Media industry • https://newmediamanitoba.com/ Engineers Geoscientists Manitoba (EGM) • http://www.enggeomb.ca/ Project Management Institute (PMI) Manitoba • https://pmimanitoba.org/

Construction Worker / Trades

Construction Worker / Trades		
Learn About Trades at Trade Up Manitoba	Explore Careers in the Trades: • https://tradeupmanitoba.com/index.php/explore-careers/ Learn essential skills for constructions: • https://tradeupmanitoba.com/index.php/games/ Learn about training options: • https://tradeupmanitoba.com/index.php/training-2/	
Construction Worker and Trades	Welding and Metal Work Training	Winnipeg Industrial Skills Training Centre: https://wistc.ca/

Training and Certification	Construction and Carpentry Training	Build Inc 200-765 Main Street, (204) 943-5981 https://buildinc.ca/
	Heavy Equipment and Crane Operator Training	OETIM https://oetim.com/
	Apprenticeship Manitoba	List of 55 Trades and Requirements https://www.gov.mb.ca/aesi/apprenticeship/disc-over/mbtrades/index.html
		Training and Qualification Recognition Information www.gov.mb.ca/aesi/apprenticeship/
WHMIS Training	Video Explaining WHMIS	https://www.youtube.com/watch?v=7hPaHpEEG60
	CCOHS Free Online WHMIS 2015 Course/Test	https://swmb.bluedrop.io/storefront/safeworkmanitoba-trainingportal (select 'ELEARNING' tab and scroll down and select course - 'WHMIS 2015 for Manitoba Workers: Provincially Regulated Workplace')
Safety Courses for Construction and Trades	Construction Safety Association of Manitoba: • https://www.constructionsafety.ca/training/ Manitoba Farm Safety Program: • https://www.manitobafarmsafety.ca/ Manitoba Heavy Construction Association: • https://mhcaworksafely.ca/training/ Safety Services of Manitoba: https://safetysservicesmanitoba.ca/occupational-safety-home/health-safety-courses/construction-safety-representative/	
Contact Associations and Sector Councils (Fees May Apply)	Manitoba Construction Sector Council: • https://mbcsc.com/ Home Builders Association of Manitoba: • https://www.homebuilders.mb.ca/ EGM for (Engineers Geoscientists Manitoba) • http://www.enggeomb.ca/ Project Management Institute (PMI) Manitoba • https://pmimanitoba.org/ Manitoba Heavy Construction Association: • https://mhca.mb.ca/	

Manufacturing/Warehouse

Manufacturing/Warehouse	
Training (Some Fees May Apply)	Forklift Operator Training • Safety Services Manitoba • Forklift New Operator Training Course • https://safetysservicesmanitoba.my.salesforce-sites.com/SSM_SiteCoursesPage/ • Opportunities for Employment (OFE) - Lift Truck Theory Course

	• Lift Truck Theory 3 hours – Online training for the theoretical components of safe forklift (lift truck) operation • https://www.ofe.ca/job-seekers/skill-development-modules/ • ManPower (Staffing Agency) Free Forklift training for their employees • https://www.manpower.ca/en/for-job-seekers/	
	Manufacturing Training Opportunities for Employment (OFE) – REDI Program • https://ofe.ca/job-seekers/refugee-employment-development-initiative-redi/	
	Sewing Machine Operator Training: Canadian Muslim Women’s Institute (CMWI): • https://www.ofe.ca/job-seekers/programs/	
	Welding and Metal Work Training: • Winnipeg Industrial Skills Training Centre: ◦ https://wistc.ca/	
WHMIS Training	Video Explaining WHMIS	https://www.youtube.com/watch?v=7hPaHpEEG60
	CCOHS Free Online WHMIS 2015 Course/Test	https://swmb.bluedrop.io/storefront/safeworkmanitoba-trainingportal (select ‘ELEARNING’ tab and scroll down and select course – ‘WHMIS 2015 for Manitoba Workers: Provincially Regulated Workplace’)
Safety Training (Some Fees May Apply)	Made Safe – Manufacturing Safety Training: • https://madesafe.ca/training-programs/	
Watch a Video about Warehouse Work (Order Picker/Assembler)	• https://www.youtube.com/watch?v=BwuSdJ7V2pc&t=5s	
Contact Associations and Sector Councils (Fees May Apply)	Aerospace Industries Association of Canada – Manitoba: • https://aiac.ca/members/manitoba-aerospace/ Architectural Woodwork Manufacturers Association: • https://awmac.com/chapters/manitoba/ Canadian Manufacturers and Exporters – Manitoba: • https://cme-mec.ca Economic Development Winnipeg – Manufacturing: • https://www.economicdevelopmentwinnipeg.com/key-industries/advanced-manufacturing Food and Beverage Manitoba: • https://foodbeveragemb.ca/ Food Processors of Canada: Supply Chain Canada – Manitoba Institute: Supply Chain Canada – Manitoba Institute: • https://www.supplychaincanada.com/about/the-institutes	

Restaurants (Bartender/Cook/Server)

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Training/Certification (Some Fees May Apply)	Manitoba Tourism Education Council (MTEC) Half day workshops: • https://mtec.mb.ca/training.asp Smart Choices, Responsible Service Certificate at Manitoba Tourism Education Council • Required to serve alcohol and to work in gambling establishments (casinos) (Cost approximately \$45.00): • http://www.smartchoicesmb.ca/ Food and Beverage Server Training at Manitoba Tourism Education College • (6 Week Full Time Training with Work Placement) at MTEC Bartender Training at Manitoba Tourism Education College • (7 Week Full Time Training with Work Placement) at MTEC Line Cook Training at Manitoba Tourism Education College • (8 Week Full Time Training with Work Placement) at MTEC • https://mteccollege.ca	
WHMIS Training	Video Explaining WHMIS	https://www.youtube.com/watch?v=7hPaHpEEG60
	CCOHS Free Online WHMIS 2015 Course/Test	https://swmb.bluedrop.io/storefront/safeworkmanitoba-trainingportal (select 'ELEARNING' tab and scroll down and select course - 'WHMIS 2015 for Manitoba Workers: Provincially Regulated Workplace')
"Heritage Plates" book	"Heritage Plates" book for restaurant job seekers (receipies and cooking resources – you can ask for a paper book at Immigrant Centre) https://heyzine.com/flip-book/80c79cf744.html#page/88	
Contact Associations and Sector Councils (Fees May Apply)	Manitoba Tourism Education Council: • https://www.mtec.mb.ca/ Manitoba Restaurant and Food Service Association: • https://mrfa.mb.ca/	

Security Guard

Security Guard		
Training/Certification (Some Fees May Apply)	Get Security Guard Training: • https://www.gov.mb.ca/justice/commsafe/private/trainers.html Get a Security Guard License: • https://www.gov.mb.ca/justice/commsafe/private/index.html	
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	Commissionaires Manitoba	(204) 942-5993 https://commissionaires.ca/en/services/criminal-record-checks/

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Contact Associations and Sector Councils (Fees May Apply)	Canadian Security Association (CANASA) • https://www.canasa.org/canasa/EN/	

Other

Other		
Learn About Your Profession in Winnipeg (Fees May Apply)	Learn about Professional Certification, Training, Associations, Sector Councils and Job Prospects Related to Your Career Goals • https://www.jobbank.gc.ca/career-planning/search-job-profile	
Contact Associations and Sector Councils	MANSO (Manitoba Association of Newcomer Serving Organizations) • https://mansomanitoba.ca/ The Supply Chain Management Association of Manitoba • https://www.supplychaincanada.com/mb Chartered Professional Accountants of Manitoba • https://cpamb.ca/ Economic Development Winnipeg https://www.economicdevelopmentwinnipeg.com/ choose an industry under 'Key Industries'	

**ADVANCED
MANUFACTURING**

AEROSPACE

AGRIBUSINESS

**INFORMATION &
COMMUNICATION
TECHNOLOGIES**

CREATIVE INDUSTRIES

Tax Incentives

ENERGY & ENVIRONMENT

FINANCIAL SERVICES

LIFE SCIENCES

TOURISM

**TRANSPORTATION &
DISTRIBUTION**

Winnipeg Chamber of Commerce

<https://winnipeg-chamber.com/>

World Trade Centre Winnipeg

<https://www.wtcwinnipeg.com/>

Economic Development Winnipeg (Financial Services)

- <https://www.economicdevelopmentwinnipeg.com/key-industries/financial-services>

Financial Institutions Regulation Branch

- <https://mbfinancialinstitutions.ca/about-firb/>
<https://mbfinancialinstitutions.ca/industry-contacts.html>

Canadian Bankers Association

- <https://cba.ca/>

Film Tech

- <https://www.iatse856.com/>

Creative Manitoba & Film

- <https://creativemanitoba.ca/>
- <https://www.filmtraining.mb.ca/>

Manitoba Music

- <https://www.manitobamusic.com/>

Winnipeg Art Gallery

- <https://www.wag.ca/>

Mentoring Artists for Women's Arts

- <https://mawa.ca/>

Royal Manitoba Theatre Centre

- <https://royalmtc.ca/>

	You can also connect with people in the industries through MeetUp (https://www.meetup.com/), FaceBook, LinkedIn, Instagram, Twitters, etc. Canadians work on these networking and connections to reach their employment goals CIPS Manitoba – Manitoba’s Association of IT Professionals • https://mb.cips.ca/ TECH Manitoba • https://techmanitoba.ca/ Tech Manitoba Member Directory (various industries to check out): • https://members.techmanitoba.ca/list New Media Manitoba: Interactive Digital Media industry • https://newmediamanitoba.com/ The Manitoba Teachers’ Society • https://www.mbteach.org/mtscms/ The Manitoba Fitness Council • https://manitobafitnesscouncil.ca/ Sport Manitoba • https://www.sportmanitoba.ca/ Professional Interior Designers Institute of Manitoba • https://pidim.ca/ Manitoba Association of Architects • https://www.mbarchitects.org/ Engineers Geoscientists Manitoba (EGM) • http://www.enggeomb.ca Association For Water Waste Engineer Manitoba • https://www.mwwa.net/ Engineers Canada • https://engineerscanada.ca/ Bioscience Association Manitoba • https://www.biomb.ca/ Project Management Institute (PMI) Manitoba • https://pmimanitoba.org/ https://creativemanitoba.ca/
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Emotional and Wellness Support

Aurora Family Therapy Newcomer Programs:	https://www.aurorafamilytherapy.com/newcomer-programs/
A Woman's Place/Immigrant Women's Counselling Services:	https://norwestcoop.ca/locations/a-womans-place/
S.H.A.D.E. Inc. (Safe Housing And Directed Empowerment)	Supports immigrant women and their children impacted by domestic abuse https://www.shadewinnipeg.org/

Mount Carmel Clinic	Community Wellness Program for Newcomers https://www.mountcarmel.ca/how-we-help/community-services/
Klinik	Counselling, Wellness and Support Groups, and Crisis Support: https://klinik.mb.ca/
Klinik Crisis Line (available 24 hours a day, 7 days a week)	Call if you or someone else is going through an emotional or mental health crisis (depressed, anxious, psychotic episodes, suicidal thoughts) Phone: (204) 786-8686 or Toll free: 1-888-322-3019
Crisis Response Centre (available 24 hours a day, 7 days a week)	Call if you or someone else is going through an emotional or mental health crisis (depressed, anxious, psychotic episodes, suicidal thoughts) Mobile Crisis Service: 204-940-1781 https://sharedhealthmb.ca/services/mental-health/crisis-response-centre/

Other Employment Programs

Other Employment Programs	
CMWI (Canadian Muslim Women's Institute)	Employment programs with training in childcare commercial cooking and industrial sewing, https://cmwi.ca/
EDGE Career Program and EDGE Employment Essentials:	https://www.edgeinc.ca/
FAST (Facilitating Access to Skilled Talent)	Program will allow clients to complete assessments to see what they need to do (what they are missing) to become successful in their career. • Online self-directed program for clients that are experienced in and looking for work in the following fields: • Skilled Trades (Carpentry, Power Engineering, Automotive Services) • Culinary Arts • Biotech & Life Sciences • Accounting & Finance • IT & Data Services https://fastcanada.ca/
Employment Services in French:	Accueil Francophone https://accueilfrancophonemb.com/ Pluri-Elles https://www.pluri-elles.mb.ca/ CDEM https://www.cdem.com/en/
LEEP (Life & Employability Enhancement Program)	6-week pre-employment training for refugee youth from war-affected countries. https://www.leepwinnipeg.com/
Manitoba Possible:	Vocational Rehabilitation program for Residents of Manitoba living with an intellectual, psychiatric, hearing, learning or physical disability. https://www.manitobapossible.ca/

Manitoba Start	https://manitobastart.com/
OFE (Opportunities for Employment)	https://ofe.ca/
REES (Reaching E-Quality Employment Services)	Promoting the Employment of People with Physical Disabilities and/or Health Conditions https://www.re-es.org/
REDI Programs	For newcomers CLB 1-4 training and work experience in manufacturing, welding and other roles https://manitobastart.com/sliders/redi/ https://mitt.ca/manufacturing-production-worker-program https://www.rrc.ca/cni/programs/occupation-specific/welding-and-metal-fabrication/
Success Skills Centre:	https://successcentre.ca/
FAST (Facilitating Access to Skilled Talent):	Program will allow clients to complete assessments to see what they need to do (what they are missing) to become successful in their career. • Online self-directed program for clients that are experienced in and looking for work in the following fields: • Skilled Trades (Carpentry, Power Engineering, Automotive Services) • Culinary Arts • Biotech & Life Sciences • Accounting & Finance • IT & Data Services https://fastcanada.ca/
Employment Services in French:	Accueil Francophone https://accueilfrancophonemb.com/ Pluri-Elles https://www.pluri-elles.mb.ca/ CDEM https://www.cdem.com/en/

Other Resources

Employment Readiness Certificate Quiz

- The test has 30 questions:
 - 10 questions for job search
 - 10 questions for interview skills
 - 10 questions for Canadian Workplace Culture
- Clients must score 80% (or 24 points) to pass and get the certificate.
- Client can:
 1. See their score at the end of the quiz
 2. See the correct answers to the questions they got wrong
 3. Edit their answers to increase their score

Quiz Link:

https://docs.google.com/forms/d/1gmq5QessGvdQey_ww6SRuZ3O7aHo0EMpv4stQ9onwg8/edit

French learning opportunities

- <https://ustboniface.ca/francais-pour-immigrants>
- <https://www.afmanitoba.ca/en/>
- <http://accueilfrancophonemb.com/>
- https://mauril.ca/index_en.html
- <https://www.duolingo.com/>

Writing Professional Emails

- **8 Tips for Respectful Online Communication at Work**
<https://www.crisisprevention.com/Blog/8-Tips-for-Respectful-Online-Communication-at-Work?related=1>
- **23 Rules of Email Etiquette to Make a Perfect Impression on Anyone**
<https://blog.hubspot.com/sales/email-etiquette-tips-rules>