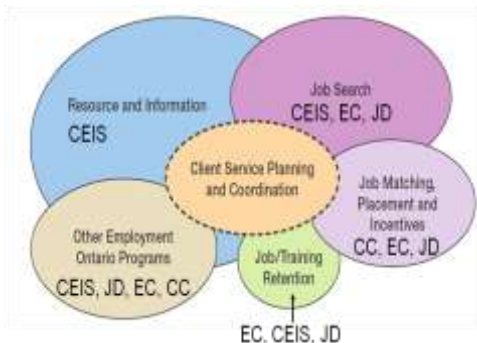




## Refresh, Renew, Revitalize your staff through Professional Development

### CEIS - Career and Employment Information Specialist Training



Under the new guidelines provided by Employment Ontario, a key component is **Client Service Planning and Coordination (CSPC)**. Within CSPC, an important element is the ability of an agency to:

*"provide information on local training and employment opportunities, community service supports, occupational and training requirements and resources to support independent or "unassisted" job search, career clarification and planning, and informed education, training and employment decisions."*

This course, based on the Forum of Labour Market Ministers' (FLMM) Career and Labour Market Information Service Delivery Guidelines, will provide critical professional development to staff and assist them in guiding clients in the right direction by helping them make better informed career decisions

ONESTEP's *Career and Employment Information Specialist Training*, will educate participants on "how to":



- Create an environment that promotes successful "unassisted" career planning, informed training and education decisions, and job search.
- Become familiar with the wide variety of career, employment and labour market resources.
- Develop an objective method for evaluating all resources.
- Apply resources to specific client needs and know when to refer clients.
- Use practical techniques for ordering, cataloguing and tracking resources.
- Keep up-to-date with the latest career and employment information and resources.
- Promote and market the information service.

*"The time was very well spent and has given me loads of ideas to be able to Get R Done"* CEIS participant

*"An excellent and very helpful session, it allowed me to return to my organization & to begin setting up our RIS with a renewed confidence."* CEIS participant

*"Great, practical, real life examples. Relaxed and authentic style."* CEIS participant

**February 23-24, Toronto ~ Additional Dates and Locations To Be Announced**

**\$375.** Non-member

**\$350.** Member

*\*out-of-town pricing varies*

Includes: 2 full days of classroom training, manual, morning and afternoon refreshments, **Pre Approved by VRAC for CEUs**

*Additional details and other training offerings  
events.onestep.on.ca*

**To request training in your community or  
to inquire about other ONESTEP Professional Development offerings**

**Call Lorraine at 416-767-1679**