

MINING WORKFORCE TRANSITION KIT - A Tool to Support Employees at Mine Closure



Module 5 Transition Resources

Canada

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M I H R
R H M

MINING INDUSTRY
HUMAN RESOURCES COUNCIL
CONSEIL DES RESSOURCES HUMAINES
DE L'INDUSTRIE MINIERE

MODULE 5 – TRANSITION RESOURCES

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About the Mining Workforce Transition Kit



The fact you are reading this likely indicates the company you work for or represent is preparing for a significant lay-off or a mine closure. Someone may have suggested that you consider a workforce transition support project to help the transitioning workers. Like many people, you may have a limited knowledge of workforce transition. Fortunately, others who've been through this process have left a legacy of advice and experience to guide you and help you make good decisions.

We hope that this Workforce Transition Kit will help guide interested parties step-by-step following layoff or mine closure announcements. It reviews all the basics, from the initial discussions through the selection and training of a Transition Committee and setting up an Action Centre - helping workers meet a variety of transition needs... and land on their feet.

Module 1 – Decision Makers

This module focuses on the key decision makers - management, union and/or worker representatives. It explains who's involved in the initial decision making process and suggests a way to begin a workforce transition support project. The module describes the unique, invaluable supports that a project provides for transitioning workers and their families.

Module 2 - Transitioning Workers

Workers can use this module independently or in an Action Centre to help find the supports they need to land on their feet after losing a job. These resources are intended to help workers cope with the initial shock and any ongoing stress (financial or otherwise); to suggest ways to regroup and review options; to come up with a plan of action and to succeed in a positive transition. Unemployment can be stressful but supports are available. No employee needs to go through this alone.

Module 3 - The Transition Committee

The third module provides a road map for a new Transition Committee. It helps them get organized and explains the roles and responsibilities of committee members. The module includes resources such as a sample agenda for committee meetings, selection criteria for a chairperson and other useful materials. It also reviews information to help determine the requirements of transitioning workers and assessing if the services meet those needs.

Module 4 – The Action Centre Team

The fourth module will be of use to the Transition Committee members and Action Centre staff. It discusses the kind of transition services that a Committee should consider offering workers and suggests ways to introduce them. The module provides guidance and practical tools to help with the efficient day-to-day running of an Action Centre, including communications with workers, potential employers, government and community agencies and educational institutions.

Module 5 – Transition Resources

The fifth module provides a wealth of material to help Transition Committees. It includes information on provincial programs, college and university training and so forth. It also contains suggested websites and books related to financial planning, job search techniques and other information useful to committees and workers.

About MiHR

The Mining Industry Human Resources Council (MiHR), in conjunction with industry stakeholders, produced this Transition Kit, with financial support from the Government of Canada's Sector Council Program.

In addition to the Workforce Transition Kit, MiHR offers the Canadian Mining Credentials Program. The program provides all industry players with comprehensive, objective ways to verify the skills, knowledge and experience of workers, target training requirements, and enable workers from other industries to make smooth transitions to jobs in the Canadian mining industry.

The Canadian Mining Credentials Program is the cornerstone of the mining industry's efforts to:

- recognize the skills, knowledge and experience of mining workers,
- provide workers with portable credentials,
- accredit training programs for mining workers,
- enable employers to accurately and consistently verify the skills and experience of job applicants and support ongoing professional recognition for their employees.

Occupational certification under the [Canadian Mining Credentials Program \(CMCP\)](#) will give workers from mines that are closing a validated record of all of their training, workplace experience and demonstrated competencies. A Skills Passport that has been completed by a trained and registered Workplace Assessor will document an individual worker's skills so that it is recognized by potential new employers, either at other mine sites or in other industries where these skills are required. Similar to a trades qualification, CMCP certification will enable employers to identify candidates who already have the required skills and experience to quickly and efficiently transition into productive jobs.

For more information about MiHR and its programs, please visit their website at www.mihhr.ca.

Module 5- Resources

A SUCCESSFUL TRANSITION NEEDS GOOD TOOLS. As a worker, you`ll find this module lists numerous websites and books to help you assess your finances, find a job or start your own business. If you`re a decision maker in a company, you`ll find useful information about the programs and services that government agencies, colleges, and labour adjustment boards offer. The module also outlines labour and union initiatives. It closes with a selection of private sector firms that can assist with transitioning services.

The module also includes a selection of resources available in French, covering the same transition topics.

RESOURCES

Financial Planning

Websites:

Dealing with Debt: A Consumer's Guide, Office of the Superintendent of Bankruptcy Canada. Retrieved 18 Jan 2010 from [www.ic.gc.ca/eic/site/bsf-osb.nsf/vwapj/Dealing-with-Debt_eng.pdf/\\$FILE/Dealing-with-Debt_eng.pdf](http://www.ic.gc.ca/eic/site/bsf-osb.nsf/vwapj/Dealing-with-Debt_eng.pdf/$FILE/Dealing-with-Debt_eng.pdf).

This booklet can help you decide whether you have a serious debt problem. It also gives some suggestions for solving your difficulties and avoiding them in the future.

Financial Planning: A Comprehensive Guide to Personal Finance, About.com. Retrieved 18 Jan. 2010 from <http://financialplan.about.com/>.

A selection of articles related to the basics of financial planning.

The Money Belt. The Money Belt | La Clik Économik. Financial Consumer Agency of Canada, Retrieved 18 Jan. 2010 from www.themoneybelt.ca/home-accueil-eng.asp. Created by the Financial Consumer Agency of Canada, *The Money Belt* is dedicated to teaching financial life skills in a relevant and easy-to-understand way.

Books:

Ball, Heather, *Money Management for Canadians: All-in-One Desk Reference For Dummies*, J. Wiley & Sons. 2008.

Information on how to manage your money — from dealing with debt to setting financial goals.

Bielagus, Peter, *Maximizing Your Money: Personal Finance Made Easy!*, The Freeway Guides, 2008. (Audio CD)

Tips and techniques for managing your money.

Chilton, David, *The Wealthy Barber: Everyone's Common-Sense Guide to Becoming Financially Independent*, Prima Pub, 1997.

It's written in plain English, in story book fashion, so while you're reading an entertaining, sometimes funny story, some of the basic principles of financial planning are explained in a clear, concise and interesting way.

Taylor, Kerry K. *397 Ways to Save Money*, HarperCollins Publishers, New York: 2009.

In tight times, finding extra dollars in unexpected places is even more important. Packed with ideas, information, tips and tricks that range from long-term savings to instant cash in your pocket, *397 Ways to Save Money* makes budgeted living easy — and even fun.

Vaz-Oxlade, *Debt-Free Forever: Take Control of Your Money and Your Life*, HarperCollins Canada, 2009.

Debt-Free Forever will help readers take responsibility for, and control of, their money. Gail's rules are simple: you can't spend money you don't have, you must save something, and if you're in debt, you must get the albatross off your back.

Wiley, J. & Sons, *The Smart Canadian's Guide to Saving Money: Pat Foran is on Your Side, Helping You to Stop Wasting Money, Start Saving It, and Build Your Wealth*, J. Wiley & Sons, 2009.

Packed with money-saving advice, this title will also include the latest information on marketplace trends, the investment climate, housing prices, interest rates, and other techniques for savings.

Preparing for a Job Search

Websites:



Aboriginal Human Resource Council

www.aboriginalhr.ca

Canada's leading innovators in Aboriginal recruitment, retention and advancement. The Aboriginal Human Resource Council creates and markets a wide range of resources to help Aboriginal people participate fully in Canada's labour market.

About PLAR – Prior Learning Assessment and Recognition. Recognition for Learning. Retrieved 18 Jan. 2010 from <http://recognitionforlearning.ca/learner/aboutPLAR.php>

Canadian Association for Prior Learning Assessment's (CAPLA) online community of practice dedicated to prior learning assessment and recognition (PLAR). PLAR is a systematic process through which you identify, assess, organize, describe and document your knowledge, skills and attitudes that have been developed.

Alberta Occupational Profiles, Alberta Learning Information Service, 2010, Retrieved 25 Jan 2010 from www.alis.gov.ab.ca/occinfo

Check out over 500 occupations and get all the details, from duties, working conditions, salaries and advancement opportunities to personal characteristics and educational qualifications.

Canadian Mining Credentials Program (CMCP)

www.miningcredentials.ca

Extensive information about the Canadian Mining Credentials Program including the Worker Certification System.

Canada Employment Weekly. Canada Jobs: Welcome to Canada Employment Weekly.

Mediacorp Canada Inc., Retrieved 15 Jan. 2010, from www.mediacorp.ca/online.html.

Welcome to the online edition of Canada Employment Weekly. Each week, our publication brings you thousands of new jobs across Canada in over 80 occupations.

Career Advice | BCjobs.ca. *BCjobs.ca – BC's Career Search, Employment & Job Posting Site.*

BC Jobs Online Inc., Retrieved Web. 18 Jan. 2010, from www.bcjobs.ca/re/career-advice.

A multitude of articles providing job search tips, from resumé, interview and networking advice, to articles directed at specific industries.

Doyle, A., Interviews / Employment – Job Interviews, Salary Negotiations, Background Checks, Benefits, Salary. *About.com Job Searching – Job Search and Employment Guide.* Retrieved 18 Jan 2010, from <http://jobsearch.about.com/od/interviewsnetworking/u/jobinterviews.htm>.

These resources include advice on interview questions and answers, interview attire, types of job interviews, interview tips, thank you letters, following up, background checks, and salary

negotiations.

Eluta

<http://www.eluta.ca/>

An effective job search engine in Canada, with option to focus on industry and geography, ie. Mining in Alberta.

Employability Skills 2000+, The Conference Board of Canada, Ottawa. 2003. Available at www.conferenceboard.ca/topics/education/learning-tools/employability-skills.aspx.

Employability Skills 2000+ are the critical skills you need in the workplace—whether you are self-employed or working for others.

Explore for More, MiHR: Mining Industry Human Resources Council,

www.acareerinmining.ca

This website provides a variety of resources related to the mining industry, including Careers in Mining, and Online Resources which provides a wealth of mining industry links.

Finding a Job, Service Canada

www.servicecanada.gc.ca/eng/lifeevents/job.shtml

If you are searching for a new full-time or part-time job in the private or public sector, Service Canada can help. There are a number of tools available to help you search job listings, create a résumé, choose a career, and assess your skills.

Global CareerMine, InfoMine,

www.infomine.com/careers

A global website, with option to focus on employment in Canada, specific to the mining industry. Job seekers can post their Resumé and Browse jobs, based on specific mining categories.

Canada Link: <http://www.infomine.com/careers/jobs/r5c20/canada.jobs.aspx>

Inclusion Network, Canada's National Aboriginal Job Site

www.inclusionnetwork.ca/CareerSite/AIN/index.html

The Inclusion Network job site connects employers and educators directly to the Aboriginal talent pool and to over 400 Aboriginal employment centres. With hundreds of registered employers and over 3,000 Aboriginal job seekers, the Inclusion Network is fast becoming the preferred choice for recruiting Aboriginal talent in Canada .

International Job Opportunities In Mining, Petroleum/Oil/Gas, Construction, and Environmental Industries, *Misco Jobs*, Retrieved 15 Jan 2010, from

<http://miscojobs.com/>.

Search thousands of international jobs. Our job sources include industry portal websites, newspapers, magazines, corporate websites, employer's and recruiter's direct postings and more. Misco Jobs keeps up to 20 versions of your resumé that are regularly viewed by employers.

Job Bank. Service Canada, 16 July 2009. Retrieved 15 Jan. 2010, from

www.jobbank.gc.ca/intro_eng.aspx.

Resources including a Job Search that can be searched by province, area, and job category, a Resumé Builder, and a link to Employment and Job services.

Job Futures, Service Canada, Retrieved 18 Jan 2010 from www.jobfutures.ca.

A web reference tool designed to provide Canadians with information on current and future labour market conditions to help them make informed education, skills and career planning decisions. The site provides labour market information on key labour market trends and determinants affecting labour market conditions. It also presents information on current and future labour market outlooks for 226 occupational groups and 155 post-secondary fields of study.

BCjobs.ca – BC's Career Search, Employment & Job Posting Site. Retrieved 18 Jan. 2010, from www.bcjobs.ca/jobseeker_login_form.cfm.

Connecting job seekers and employers in BC and Alberta.

Jobs in Alberta – Government of Alberta

<http://alberta.ca/home/jobs.cfm>

Job listings by industry, trade secrets, financial support for training, and job banks specific to Alberta.

Mining Industry Human Resources Council (MiHR):

www.mihrc.ca

MiHR is the sector council for the Canadian minerals and metals industry. A recognized leader in the development and implementation of national human resources solutions, MiHR contributes to the strength, competitiveness, and sustainability of the Canadian mining sector.

Mining Employers, Explore for More, MiHR: *Mining Industry Human Resources Council*

www.acareerinmining.ca/en/employers/index.asp

Check out the employer websites and job bank links for exciting career opportunities in the mining industry.

Mining Jobs

<http://www.miningjob.net/>

Comprehensive job listings for miners, with search tool to select industry, location and keyword, international focus on Australia and New Zealand.

Northern Miner Jobs

<http://www.northernminerjobs.com/login.asp>

International job postings for miners, available to browse for free.

PDAC Jobs, Mining Careers Worldwide, pdacjobs.com,
www.pdacjobs.com

A job board providing listings from Canadian and international mining companies.

TOEFL: Test of English as a Foreign Language, *ETS: Educational Testing Service*, Retrieved 18 Jan. 2010 from www.ets.org/toefl.

The TOEFL® test is the most widely accepted English-language test in the world. No matter where you want to study, the TOEFL test can help get you there.

Taylor, Kerry K., *Squawkfox*, Retrieved 23 Jan 2010, from
www.squawkfox.com/category/resumes

A blog on frugal living that includes articles on killer cover letters and resumé.

The Job Pit

<http://www.thejobpit.com/>

Resource for coal, open pit / underground, non metallic / metal mining jobs and geologist jobs in North America and beyond, with job listings, forums and industry information.

Work BC – Government of British Columbia

<http://www.workbc.ca/>

Source for labour market information, statistics, with advice on finding employment, transitioning, and employment boosters, focused on BC workers.

WorkInfoNet – BC

<http://workinonet.bc.ca/>

For individuals making career and work transitions throughout British Columbia, provides job search assistance, job listings, and work search tutorials.

Labour Market Resources:

BC Stats

www.bcstats.gov.bc.ca/DATA/lss/labour.asp

Labour force characteristics by industry and region in British Columbia, including wage and salary survey for 2009 and future projections.

Labour Force Activity for BC and Canada (Jan 2010)

www.bcstats.gov.bc.ca/DATA/dd/handout/bccanlfs.pdf

Guide to the BC Economy and Labour Market

www.guidetobceconomy.org/

Provides historical and current trends, including a “long-term outlook for the provincial economy and labour market.” Gain a sense of what industries are changing, as well as job locations and outlooks.

Mining review: www.guidetobceconomy.org/major_industries/mining.htm

Alberta Labour Market Reports:

www.alberta-canada.com/statpub/index.html

Includes publications, statistics, reports and studies published by the Alberta Finance and Enterprise (AFE).

Highlights of the Alberta Economy (Oct2009): www.alberta-canada.com/documents/SP-EH_highlightsABEconomy.pdf

2009 Labour Market Outlook: employment.alberta.ca/documents/LMI/LMI-LMO_lmoutlook.pdf

2008 Labour Market Review: employment.alberta.ca/documents/LMI/LMI-LFS_labour_market_review.pdf

2007 Mining, Oil and Gas Market Report:

http://employment.alberta.ca/documents/WIA/WIA-ET_inform_dash_mining.pdf

Labour Market Information – Government of Canada

www.labourmarketinformation.ca/standard.aspx?pcode=lmiv_main&lcode=e

Job descriptions, employment prospects, wages and salaries, industrial profiles, potential employers, etc.

Books:

Boldt, Arnold G., *No-Nonsense Job Interviews: How to Impress Prospective Employers and Ace Any Interview*, Career Press, 2008.

Bolles, Richard N., *What Color Is Your Parachute? 2010: A Practical Manual for Job-Hunters and Career-Changers*, Ten Speed Press, Berkeley CA. 2009.

Bolles, Richard N., *The Job-Hunter's Survival Guide: How to Find a Rewarding Job Even When "There Are No Jobs"* Ten Speed Press, Berkeley, CA. 2009.

Never has his advice been more sought than during these brutal economic times. He has responded by writing a completely new book: *The Job-Hunter's Survival Guide*, designed particularly for people who are hanging on the ropes, who haven't time to do a lot of reading but need help desperately — and now.

Dorio, Marc, *The Complete Idiot's Guide to the Perfect Job Interview*, Alpha Books, 2009.

This book offers expert advice on handling every kind of interview, including telephone interviews, stress interviews, panel interviews, mealtime interviews, computer-aided interviews, and more. Features tips on handling salary negotiations and overcoming employer objections.

Farr, Michael and Gaither, Dick, *Next-Day Job Interview: Prepare Tonight and Get the Job Tomorrow*, JIST Works, 2009.

Finney, Martha, *Rebound: A Proven Plan for Starting Over After Job Loss*, FT Press, 2009. This book will help you identify your best next steps: the steps that'll help you get past the trauma and move forward — emotionally, financially, in your career, and in every part of your life.

Hodgson, Susan, *Brilliant Answers to Tough Interview Questions; Smart Answers to Whatever They Can Throw at You*, Pearson/Prentice Hall, 2008.

Johnson, Tory, *Fired To Be Hired: Bouncing Back From Job Loss to Get to Work Right Now*. Berkeley Books, 2009

Advice and real-life stories for finding the right job after being let go. Topics like resumés, networking, telecommuting, making good use of social media, work/life balance issues, freelancing, self-employment, and starting your own business.

Krannich, Caryl and Ron, *Nail the Job Interview: 101 Dynamite Answers to Interview Questions*, Impact Publications, 2007.

Krannich, Ron and Caryl, *I Can't Believe They Asked Me That! 110 Tips and Techniques to Quickly Prepare for a Tough Job Interview*, Impact Publications, 2007.

It focuses on what employers want from you as a candidate — understand who you are in terms of what you have done, can do, and will do for them in the future.

Krannich, Ron and Caryl, *The Blue Collar Resume and Job Hunting Guide: Secrets to Getting and Keeping the Job You Really Want*, Impact Publications, 2007.

Matias, Linda, *How to Say It: Job Interviews*, Prentice Hall, 2007.

O'Shea, Arthur J., and Harrington, Thomas F., *Career Decision-Making System Revised*, (CDM-R) Canadian Edition, 2004

Porot, Daniel and Haynes, Frances Bolles, *101 Toughest Interview Questions: and Answers that Win the Job!*, Ten Speed Press, 2009.

A list of 101 commonly asked job interview questions with sample answers, plus interviewing tips and strategies.

Porot, Daniel and Haynes, Frances Bolles, *Best Answers to 202 Job Interview Questions: Expert Tips to Ace the Interview and Get the Job Offer*, Impact Pub, 2008.

Woodward, J.G. *Cut the Fuff for Job Seekers: Just Tell Me What I Don't Already Know!*, Invincible, Pub, 2009.

Includes topics such as Preparing for Job Search, Job Leads, Resumés, References, Recommendation Letters, and Employment Applications.

Websites: Job Searches by Category

Manufacturing

Manufacturing Jobs

www.mfgjobs.com

Purchasing/Logistics

Jobs in Logistics

www.jobsinlogistics.com

Purchasing Management Association of Canada

www.pmac.ca

United States/International

100Hot (web job links)

www.100hot.com/jobs/

A World of Resources for Entrepreneurs

www.entreworld.org

Career.Com

www.career.com

Career Mart

www.careermart.com

Career Path

www.careerpath.com

Cool Jobs

www.cooljobs.com

Cool Works (seasonal & unique jobs)

www.coolworks.com

U.S. Public/Private International Companies

www.corporateinformation.com

Dice.Com (IT jobs)

www.dice.com

Monster – Hong Kong

www.monster.com.hk

Monster – U.S.

www.monster.com.uk

People Bank (U.K.)

www.peoplebank.com

Recruiters Online Network (jobs posted by recruiters)

www.recruitersonline.com

Wall Street Journal – Careers

www.careerjournal.com

Not for Profit Sector

Action without Borders

www.idealists.org/career/morejobs

Canadian Centre for Philanthropy

www.ccp.ca/display.asp

Canadian Nonprofit Resource Network

www.waterlooregion.org/cnrn/

Canadian Society of Association Executives

www.associationjobs.ca

Charity Village – Career Centre

www.charityvillage.com

Cultural Careers Council Ontario

www.workinculture.con.ca/

Online Magazines/Journals/Newspapers

Business in Vancouver – weekly newspaper

www.biv.com

Canada NewsWire

www.newswire.ca

Canadian Business

www.canadianbusiness.com

Canadian Business Directory

www.cdnbusinessdirectory.com

Canadian Corporate NewsNet

www.cdn-news.com

Canoe (Sun/McLean's)	www.canoe.ca
CIO Magazine Online	www.cio.com
Journalism/Writers	www.jeffgaulin.com
Marketing, Advertising, Communication Jobs	www.marketing.ca
Northern Canada Jobs – Northern News Services	www.nnsi.com/jobs/jobs/html
Oil & Gas/Geology/Mining	www.worldwideworker.com
Senior Executives (\$100,000+)	www.execunet.com
Tech Job Center (for Canada and/or U.S.)	www.jobs.internet.com

Hi-Tech/IT

Aquent	www.aquent.com
BC Technology	www.bctechnology.com
BrassRing	www.brassring.com
Canada IT	www.canadait.com
Career Exchange	www.careerexchange.com
Computerjobs	www.computerjobs.com
Computerwork	www.computerwork.com
Dice	www.dice.com
IT Business	www.itbusiness.ca
IT JobsRUs	www.itjobsrus.com
ITWorld Canada	www.itworldcanada.com
Pacific Technology Network	www.pacifictech.net
Technix (hi-tech sales/marketing)	www.technix.ca
T-Net British Columbia	www.bctechnology.com

Medical/HealthCare

Canadian Medical Placement Services	www.cmps.ca
Canadian Nurse.com	www.canadiannurse.com
Hirehealth	www.hirehealth.com
Medhunters	www.medhunters.com

Hospitality

Cool Jobs Canada (tourism/hospitality)	www.cooljobscanada.com
Hospitality Careers Online	www.hcareers.ca

Insurance

Canadian Underwriting Magazine	www.i-hire.ca
Insurance Works	www.insuranceworks.ca
Insurance Bureau of Canada (IBC)	www.ibc.ca

National

Actijob	www.actijob.com
All Canadian Jobs	www.allcanadidanjobs.com
All Star Jobs	www.allstarjobs.ca
Brainhunter	www.brainhunter.com
CanadaJobs	www.canadajobs.com
Canadajobsearch	www.canadajobsearch.com
Canadian Careers	www.canadiancareers.com
Canjobs	www.canjobs.com
Career Builder	www.careerbuilder.com
Career Click (major newspaper job postings)	www.careerclick.com
Career.com	www.career.com
Electronic Labour Exchange	www.ele-spec.org/
Grass is Greener	www.grassisgreener.com
Headhunter	www.headhunter.net
Hire Top Talent	www.hiretoptalent.com
Hire Bracket	www.hirebracket.com
Hot Jobs Canada	www.hotjobs.ca
1gnite	www.1gnite.com
Job Central	www.jobcentral.com
Job Bank	www.jobbank.gc.ca
JobShark Canada	www.jobshark.ca
Jobs.ca	www.jobs.ca
Monster Board Canada	www.monster.ca
National Job Bank	www.jb-ge.hrdc-drhc.gc.ca
Net Jobs	www.netjobs.com
Thing-A-Ma-Job	www.thingamajob.com
Workopolis	www.workopolis.com

Specialty

Agricultural Labour Pool (Fraser Valley)	www.agri-labourpool.com
Arts	www.allianceforarts.com
Atlantic Canada Jobs (Career Beacon)	www.careerbeacon.com
Call Centre Jobs	www.callcareers.com
Chartered Accountants – Job Finding Service	www.casource.com
Education, Academic & Non Academic Jobs Canada	www.jobsineducation.com
Education, Academic & Non Academic Jobs Canada	www.educationcanada.com
Forestry Employment Bulletin Board	www.canadian-forests.com
Computerworld	www.computerworld.com
Diversity Careers Magazine	www.diversitycareers.com
Fortune Magazine – Career Resources	www.fortune.com/fortune/careers/
Globe & Mail	www.theglobeandmail.com
Globe & Mail Technology News	www.globetechnology.com
Globe & Mail Business News	www.globeinvestor.com

Marketing Magazine Canada
National Post
New York Times
Profit Magazine
Southam@Canada
Vancouver Sun/Province
Wall Street Journal
Wall Street Journal Careers

www.marketingmag.ca
www.nationalpost.com
www.nytimes.com
www.profitguide.com
www.southam.com
www.canada.com/vancouver
www.wsj.com
www.careerjournal.com

Starting Your Own Business / Self-Employment

Websites:



Self Employment. *CanadianCareers.com*. Retrieved 22 Jan. 2010 from www.canadiancareers.com/smallbusiness.html.

We have compiled some resources that will offer support to Canadian entrepreneurs and those just getting started in a small business!

Self-Employment, *Service Canada*. Retrieved 22 Jan. 2010 from www.servicecanada.gc.ca/eng/epb/sid/cia/grants/self-emp/desc_self-emp.shtml.

Self-Employment (SE) is an employment program of Human Resources and Skills Development Canada (HRSDC) that provides financial assistance to eligible individuals to help them create jobs for themselves by starting a business.

Starting a Business, *Canada Business*. 19 Jan. 2010. Retrieved 18 Jan. 2010 from www.canadabusiness.ca/eng/125/.

A website maintained by the Government of Canada to assist individuals who are interested in starting their own business.

Starting a Business, *Service Canada*. Retrieved Jan. 2010 from www.servicecanada.gc.ca/eng/lifeevents/business.shtml.

A guide to starting a business in Canada, with links to related sites.

Starting a Business, *Small Business BC*, Retrieved 18 Jan. 2010 from www.smallbusinessbc.ca/starting-a-business.

Links to numerous guides that take one through all steps of starting a business in British Columbia.

Starting a Small Business 2008, *British Columbia Ministry of Small Business and Revenue*, Retrieved 18 Jan 2010 from www.gov.bc.ca/sbr/down/59384_StartSmlBusiness.pdf.

14 Steps to Starting Your Own Small Business: This guide will introduce you to some of the essential things you need to know about starting a small business and tell you where you can find more information to make sure your new business is a success.

Starting a Small Business. *Small Business Canada - Starting a Small Business - Small Business Articles*. About.com, Retrieved 22 Jan. 2010 from

http://sbinfoCanada.about.com/od/startup/Starting_a_Small_Business.htm.

Links to many resources about starting a small business, from The Best Business Opportunities of 2010 to The Two Main Problems of Starting a Small Business.

Books:

Abrams, Rhonda M., *The Successful Business Plan: Secrets and Strategies*, The Planning Shop, Palo Alto, CA. Fourth Edition, 2003.

Everything you need to know to write a fool-proof, perfectly formatted, knock-'em-dead business plan.

Abrams, Rhonda M., *What Business Should I Start: Seven Steps to Discovering the Ideal Business for You*, The Planning Shop, Palo Alto, CA. 2004

You'll embark on a series of self-tests, evaluations, brainstorming sessions and guided online research to generate and then refine a realistic, useful list of potential business ideas that match with your skills, interests, experience, needs, resources, and location.

Exploring Self-Employment Opportunities for People with Disabilities, Social and Enterprise Development Innovations (SEDI), Toronto. 2002 (Bilingual)

This is a collection of materials dedicated to aspiring entrepreneurs with disabilities and counsellors who work with them. Available at www.sedi.org/html/resources/publications.asp.

Human Resources and Skills Development Canada, *Minding Your Own Business: Becoming an Entrepreneur*. 2004.

This booklet is designed to help you decide if running your own business is a realistic career choice.

James, Jack, D., *Starting a Successful Business in Canada, 17th Edition*. Self-Counsel Press, 2007.

This perennial Canadian bestseller has guided Canadian entrepreneurs to fulfilling their new business dreams since 1973. Everything you need to know about turning your good idea into a profitable business is explored and explained in this informative guide.

Lesonsky, Rieva. *Start Your Own Business: The Only Startup Book You'll Ever Need*. Entrepreneur Press, 2007.

The fourth edition of this bestseller contains even more start-up advice and, for the first time, takes you beyond opening your doors to cover the first three years of business ownership.

Peer Counselling

Blueprint for Life/Work Designs, National Life Work Centre, Memramcook NB. 2nd revision: October 2006. Available through <http://206.191.51.163/blueprint/home.cfm>.

The *Blueprint* has multiple goals, but the primary aim is to have users work with a national framework of competencies to create comprehensive, effective and measurable life/work development programming and products so that Canadians become better able to manage their lives and work.

Johansson, Charles B., *Interest Determination, Exploration and Assessment System® (IDEAS™)*, NCS Pearson, Inc., Minneapolis. 1996. Available through www.pearsonassessments.com/HAIWEB/Cultures/en-us/Productdetail.htm?Pid=PAg125&Mode=summary.

The IDEAS™ assessment is designed to be used in conjunction with career exploration and guidance units. The IDEAS inventory helps students and adults develop an awareness of possible career choices.

Labour Market Bulletins, Human Resources and Skills Development Canada. Retrieved 15 Jan. 2010 from www.hrsdc.gc.ca/eng/workplaceskills/labour_market_information/index.shtml.

The “Labour Market Bulletin” provides an analysis and interpretation of influences on the local labour market and a current assessment of local industry and occupation events.

Real Times, Real Life, The Real Game Series™, National Life Work Centre, Memramcook NB. 2003. Available through www.realgame.ca/en/games/RTRL/index.html.

Real Times, Real Life is being used in Adult Education programs in a variety of settings, including correctional centres, community colleges, and community-based programs. Adults in transition explore - through role-playing and the creation of a simulated society - the changing world of work from 1900 to the early 21st century.

Appropriate for use in postsecondary education and training settings, dislocated worker and human services programs, One-Stop Career Centres and community resource centres, vocational rehabilitation and corporate outplacement centres, correctional institutions and military transition centres.

The National Occupational Classification System, Human Resources Development Canada, Ottawa. 2006. The National Occupational Classification (NOC) 2006 is available online at <http://www5.hrsdc.gc.ca/NOC/English/NOC/2006/Welcome.aspx>.

The NOC is the authoritative resource on occupational information in Canada. It is used daily by thousands of people to understand the jobs found throughout Canada's labour market. The new NOC website now reflects all NOC 2006 information. The entire content of the NOC is now available online and free of charge.

Tindall, Judith, and Black, David, *Peer Programs: An In-Depth Look at Peer Programs: Planning*,

Implementation, and Administration (Second Edition), New York: Routledge, 2009.

Transition Resources

Below are some provincial programs available that deal with various aspects of transition. We provide web links and a brief overview of the program and/or services or resources available from it.

Government Agencies

Essential Skills Profiles

http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/home.shtml

These tools can be used to determine suitability of a worker for employment in the mining industry. This site provides 300 job profiles, including for example, Underground Mine Service and Support Workers, as well as other mining position profiles. It also has a Literacy and Essential Skills Toolkit. Essential Skills are the key skills required for work, learning and life.

www.aved.gov.bc.ca/skillsplus/docs/Critical_Skills_Mining2.pdf

A sector profile - Essential Skills for the mining sector.

Ready to Mine project, MiHR and AFN

The purpose of this project is to increase the involvement and engagement of Aboriginal people in the mining sector by providing work-ready and essential skills needed to gain meaningful employment in the mining sector. MiHR is partnering with the Assembly of First Nations (AFN) to complete this project. Contact MiHR, www.mihhr.ca for more information.

British Columbia

Industry Training Authority

www.gov.bc.ca/aved

The [Industry Training Authority](http://www.gov.bc.ca/aved) is the provincial government agency responsible for apprenticeships and industry training programs in British Columbia. The ITA is working to support existing apprenticeship options, and to identify new training approaches. The services include: apprenticeship, secondary school apprenticeship, credentials and certification and accelerated credit enrolment.

B.C.-Alberta

The British Columbia – Alberta Trade, Investment and Labour Mobility Agreement (TILMA)

www.tilma.ca

www.tilma.ca/pdf/NR_TradeAccordWillBenefitEconomy_31March2009_BC.pdf

Trade, Investment and Labour Mobility Agreement (TILMA) between Alberta and B.C. government. One of the benefits is to improve labour mobility between the provinces.

Alberta

Labour Market Dashboards

www.employment.alberta.ca/cps/rde/xchg/hre/hs.xsl/3887.html

Government of Alberta economic indicators providing snapshots of potential skill shortages or surpluses. (revised in 2007)

http://employment.alberta.ca/documents/WIA/WIA-ET_inform_dash_mining.pdf

Mining, Oil and Gas Industry Dashboard

Manitoba

Manitoba Labour and Immigration. Labour Adjustment Services

www.gov.mb.ca/labour/standards/labouradjust.html

Labour Adjustment Services assists workers and employers with finding solutions to actual or potential workforce downsizing arising from business closures or layoffs due to economic, technological or industrial change. The site provides online tools, copies of which we include in the Appendices to this report:

- Worker Adjustment Committee Manual
- Worker Adjustment Handbook

In potential downsizing situations, Labour Adjustment Services make the initial contact and participate in the development of a responsible and flexible adjustment process. Depending on the circumstances, Labour Adjustment staff will facilitate cooperative efforts to:

- Ease the process of layoffs and closures
- Smooth the transition to re-employment
- Assist individuals and groups with adjusting to the workplace change

Labour Adjustment Services will partner with staff from Employment Manitoba to work with companies that want to pursue a joint labour/management committee model to deliver services to affected workers. A [Worker Adjustment Committee Manual](#) is available as a guideline, to assist committee members in effectively meeting the challenge of providing all of the services that will be required by workers facing loss of employment.

A [Worker Adjustment Handbook](#) has been developed to assist laid off workers. The handbook highlights information on resumé styles, job search and interviewing techniques, career options and community services/resources in Manitoba.

Finally, where there is downsizing by a community's primary employer in single-industry communities, a need may exist for community and consultative services. Manitoba has developed a Community Adjustment Handbook.

www.brandonu.ca/Organizations/RDI/Publications/MB_CommunityAdjustmentHandbook.PDF

The handbook includes a "toolkit" of the most current resources and how to apply them. Again, we have provided a copy of this manual in the Appendices.

Ontario

Adjustment Advisory Program (AAP) Ontario Ministry of Training, Colleges and Universities
www.edu.gov.on.ca/eng/training/aap/aapeng.html

AAP helps groups deal with the immediate effects of plant closures and downsizings. It also helps groups to anticipate future changes in the labour market. They supply advisory and financial assistance to help clients adjust to the impacts of job loss, or threatened job loss, in the workplace. The services are aimed at helping displaced employees secure and maintain employment. Clients include: individual firms, employees, communities and sectors. AAP advisors help clients identify their needs and secure appropriate support, career counselling, training, referral and job search skills. Adjustment committees are established to ensure full employer and employee participation in the process.

Ministry of Northern Development and Mines/Services Ontario

MNDM: www.mndm.gov.on.ca

ServiceOntario: www.serviceontario.ca

The Ministry of Northern Development and Mines leads and coordinates government programs aimed at growing the Northern Ontario economy, building strong northern communities and creating job opportunities in the North. Through a network of offices and strategic program and policy development, the ministry ensures northerners have access to government programs and services and a say in government decisions affecting the North. The Northern Development Officer manages implementation of local service restructuring and delivers capital assistance and infrastructure programs including those of the Northern Ontario Heritage Fund Corporation (NOHFC).

Second Career – Ontario Ministry of Training, Colleges and Universities

www.edu.gov.on.ca/eng/tcu/secondcareer/

Second Career provides career planning and financial support specially designed to help laid-off Ontarians participate in long-term training for a new job.

Second Career is an Ontario government program that can help you:

- Train for a new career
- Find out what is needed in the job market
- Learn about careers that build on your skills
- Get financial support

New Brunswick

Employment Services – Adjustment Services (New Brunswick).

<http://app.infoaa.7700.gnb.ca/gnb/Pub/EServices/ListServiceDetails.asp?ServiceID1=16956&ReportType1=ALL>

Adjustment Services is a measure used by the department to encourage, support and facilitate human resource management and labour market adjustments, which are in the public interest. Adjustment Services provides funding to various groups in an effort to improve their capacity for

dealing with human resource requirements and to implement labour force adjustments. Adjustment Services addresses labour market issues through partnerships.

Nova Scotia

The Age Advantage: A Transition Program for Older Workers **Nova Scotia Department of Labour and Workforce Development**

www.olderworker.ca/serviceprovider/resources.shtml

Developed by Acadia Centre for Social and Business Entrepreneurship. A series of 20 workshops and seven supporting information booklets designed to help displaced and unemployed older workers.

Colleges

The information below is a partial list of retraining programs offered through community colleges. No centralized resource exists. As advised by the Association of Canadian Colleges, employers are best-off to contact individual colleges in their area. The information below was gleaned through press releases, media coverage, etc.

Employers can use this information to ascertain the types of programs colleges or Cegeps might be able to provide them.

Association of Canadian Community Colleges

www.accc.ca

The national and international voice of Canada's colleges and institutes.

Association of Universities and Colleges of Canada

www.aucc.ca

The AUCC represent 95 Canadian public and private not-for-profit universities and university-degree level colleges.

Conference Board of Canada (CBoC)

www.conferenceboard.ca

The Conference Board of Canada builds leadership capacity for a better Canada by creating and sharing insights on economic trends, public policy and organizational performance.

Federated School of Mines

www.fsom.ca/main/home

Established in 2006, the Federated School of Mines (FSM) pools the experience and expertise of seven leading institutions in the field of mining education and training; Cambrian College, Canadore College, Collège Boréal, Confederation College, Contact North/Contact Nord, Laurentian University, Northern College / Haileybury School of Mines and Sault College.

Getting the Right Training, Explore for More

<http://www.acareerinmining.ca/en/careers/training.asp>

With nine universities and 25 community colleges across Canada that offer specific mining programs, there may be one right in your community. Use this website to find a mining-related training program.

Mining Industry Human Resource Portal for Aboriginal Communities, Education & Training Showcases

<http://www.aboriginalmining.ca/en/education/EducationTrainingShowcases.asp>

Discover your post-secondary options to get started in an exciting and rewarding opportunity in mining. In this section you will find a list of schools providing courses in some of the mining industry's related fields of study by jurisdiction.

British Columbia

College of New Caledonia, British Columbia

www.cnc.bc.ca

According to its 2008 press release: “The Province is committing \$549,000 in additional funding to the College of New Caledonia to start new programs as soon as possible at the college’s Mackenzie campus, giving forest workers affected by mill closures opportunities to add to their skills.” (www.cnc.bc.ca/tools/events/pdfs/Government_assists_Mackenzie_forest_workers.pdf)

College of the Rockies, British Columbia

www.cotr.bc.ca

To meet the challenges of the changing economy, restructuring and downsizing of business and industry, and new skill requirements for employees, the College of the Rockies is available to provide custom-designed workforce training to assist companies and employees. For more information contact the individual campuses:

www.cotr.bc.ca/ConEd/cotr_web.asp?IDNumber=158

North Island College, Vancouver Island

Press release re: new funding for retraining at: www.nic.bc.ca/news/media_releases/2009/mr09-007.htm

College offers:

- Training services for corporate clients (www.nic.bc.ca/departments/ITCE/index.htm)
- Oil and Gas training for those going through employment transition (www.nic.bc.ca/programs/ce/PDF_Docs/Oil_and_Gas_Training.pdf)
- Basic Employment Development training (www.nic.bc.ca/calendar/courses/BED/)

Northern Lights College, Northern B.C.

www.nlc.bc.ca/

Campuses offer Workplace Training programs through their Continuing Education departments which are intended to help fill the demand for trained workers with practical experience in the booming economy of northeastern B.C.

Success story: www.nlc.bc.ca/public.news.php?NewsActiveList=newsdetails&NewsID=264

Northwest Community College, School of Exploration & Mining

www.nwcc.bc.ca/SEM/index.cfm

Offers various courses and programs in mining and exploration

<http://technology.infomine.com/articles/1/3932/college.education.mining/northwest.community.college.aspx>

“Vanessa told me that she had worked for the forestry industry, but like so many, was laid off. So she attended the College this summer to do the Environmental Monitor Program.”

Alberta

Lethbridge College

www.lethbridgecollege.ab.ca/index.php?option=com_content&task=view&id=873&Itemid=368

Provides a “Charting Career Change” program for recently laid-off workers.

Test of Workplace Essential Skills (TOWES)

Bow Valley College, Calgary

www.towes.com

TOWES (Test of Workplace Essential Skills) is an assessment that makes use of real-life workplace documents to test three of the Essential Skills, Reading Text, Document Use and Numeracy, and can assist in ensuring that skill levels match job requirements.

Saskatchewan

Carlton Trail Regional College, Saskatchewan

www.nlc.bc.ca/public.news.php?NewsActiveList=newsdetails&NewsID=264

JobStart/Future Skills is a "made in Saskatchewan" program offered in partnership with Saskatchewan businesses, industry and/or other training deliverers to:

- Provide employers with the skilled workers they need to fill new positions
- Help industry associations, communities, and training institutions to work together to meet training and employment needs specific to industry.

The program recognizes the skills of the employer, and through the cooperative development of an employee training plan, can combine applicable workplace skills with credit or non-credit courses for job site delivery. Training occurs primarily at the work site or on-the-job. Details about the Saskatchewan JobStart/Future Skills program in general, along with list of other community colleges participating in this program can be found at www.aeel.gov.sk.ca/jsfs;
www.aeel.gov.sk.ca/jsfs/wtu

Ontario

Conestoga College – Employment Assistance Services Ontario

www.conestogac.on.ca/caa/devlabour.jsp

Conestoga College offers career planning and labour adjustment services to job seekers in transition.

Conestoga College – Second Career Strategy

www.conestogac.on.ca/careercentre/secondcareer.jsp

Second Career Strategy is a new Ontario government program to help people who have been laid off within the last 12 months and are currently unemployed or working less than 20 hours a week. The program will help unemployed workers who commit to a long-term training plan make

the transition to new careers in growing areas of the economy. Some of these programs, e.g. Ontario’s “Second Career” are available through many different service providers and in these cases, we have included one direct service provider as an example (e.g. Conestoga College).

Employment Services Elgin Ontario

www.jobselgin.ca/employers/outplacement.html

Joint program of Fanshawe College and three other partners,
Outplacement

Programs can be developed to assist staff in corporate downsizing. Program topics, format and duration are tailored to the needs of the company and potential participants.

Some possible outplacement programs are:

- Career planning
- Resumé development
- Vocational testing
- Skills training
- One-to-one employment counselling support
- Job-search workshops
- Stress management
- Training-needs identification

New Brunswick

New Brunswick Community College

www.nbcc.nb.ca/content/?id=557

Industry-specific training programs are delivered through the New Brunswick Community College system, which provides training and retraining for workers in the industry throughout the province.

Nova Scotia

Nova Scotia Community College

www.nsc.ca

Offers career and transition services. Program details at: www.nsc.ca/Services/CATS/

Newfoundland and Labrador

College of the North Atlantic, Newfoundland & Labrador

www.cna.nl.ca/programscourses

For business, industry, and governments, CNA’s Corporate Training and Continuing Education department develops customized training options from a list of 100 full-time diploma and certificate programs and a comprehensive range of 300 part-time courses. Most recently, CNA mobilized a major training response to the closure of the Abitibi Consolidated pulp and paper mill

in Stephenville, by quickly offering the 4th class power engineering training (entry skill level) designed to meet the requirements of industrial training. Other displaced employees enrolled in the 26-week mobile crane operation program for work with offshore drilling.

Labour Adjustment Committees or Boards

For jurisdictions that have such organizations, we highlighted programs of interest. The labour adjustment process seems most developed in Ontario.

Manitoba

Labour and Immigration. Labour Adjustment Services

www.gov.mb.ca/labour/standards/labouradjust.html

Labour Adjustment Services assists workers and employers with finding solutions to actual or potential workforce downsizing arising from business closures or layoffs due to economic, technological or industrial change. Provides online tools:

- Worker Adjustment Committee Manual
- Worker Adjustment Handbook

Ontario

MTCU's Adjustment Advisory Program

www.edu.gov.on.ca/eng/training/aap/aapeng.html

The Adjustment Advisory Program (AAP) of the Ministry of Training, Colleges and Universities (MTCU) helps those groups affected most often to better understand and manage these changes. AAP helps groups deal with the immediate effects of plant closures and downsizings. It also helps groups to anticipate future changes in the labour market. AAP supplies advisory and financial assistance to help clients adjust to the impacts of job loss, or threatened job loss, in the workplace. The services are aimed at helping displaced employees secure and maintain employment. Clients include: individual firms, employees, communities and sectors. AAP advisors help clients identify their needs and secure appropriate support, career counselling, training, referral and job search skills. Adjustment committees are established to ensure full employer and employee participation in the process.

Skillfinder.ca

www.skillfinder.ca

A CEP Labour Adjustment Committee job-match system which can be used to search for qualified workers in the area around Thunder Bay who had been displaced from the forestry industry.

About the Local Boards of Ontario

www.localboards.on.ca

The Local Board initiative was launched in 1994 and is jointly funded by Human Resources and Skills Development Canada and the Ontario Ministry of Training Colleges and Universities. Local Boards are not-for-profit, community-based organizations comprised of volunteers from business, labour, education and community groups. The role of Local Boards is to engage their

communities and community partners in a local labour market research and planning process that leads to cooperative efforts among partners to find local solutions to local issues.

Selection of Local Adjustment Boards:

Niagara Training & Adjustment Board

www.ntab.org

Waterloo Wellington Training & Adjustment Board (WWTAB)

www.wwtab.com

York South Simcoe

www.ysstab.on.ca

Labour Market Group Muskoka, Nipissing, Parry Sound

www.ltab20.on.ca/home.htm

Grand Erie Training And Adjustment Board

www.getab.on.ca/

Northwest Training & Adjustment Board

www.ntab.on.ca/en

Sudbury & Manitoulin Workforce Partnerships Board

www.trainingboard.com

Labour/Union Initiatives

Organized labour, particularly in Ontario, has several initiatives related to helping laid-off workers.

Adjustment.ca (Canadian Labour Congress)

www.adjustment.ca/links.shtml?cmd%5B14%5D=c-1-AdjustmentServices

Links to adjustment services in Alberta, B.C., Manitoba and New Brunswick and also national services. As of March 2009, many were out of date, but the site still had some useful information.

CEP Labour Adjustment Committee (CEPLAC) (Ontario Region)

Communications, Energy & Paperworkers Union

www.cep.ca/reg_ontario/files/labour_adjustment_ctee.html

- CEPLAC provides a broad range of individualized products and services to all affected workers and their families. The committee pursues its goals using a unique labour adjustment “downside-sectoral” model of labour adjustment, which relies heavily on the cooperation of local and national unions, management representatives from all affected mills, Federal and Provincial governments, laid-off workers, and Action Centre staff.
- Operating as mini-employment centres, the Action Centres help workers and their immediate family members make informed decisions about their future — whether it may involve finding work, returning to school for temporary training or a formal education, starting a business or retiring.

Labour Education Centre (Toronto and York Region Labour Council)

www.laboureducation.org/workers/unemployed.htm

Help for Unemployed Workers

The centre has helped thousands of unemployed workers get access to training and find meaningful new employment after workplace layoffs and closures. LEC offers a wide range of programs for unemployed workers including:

- Individual employment counseling, especially help to access government training programs
- Group sessions that explain how the job market is changing, and the ways to find work today
- Help in accessing government and community income-support programs along with other services

Private Sector Firms Providing Transition Support Services

Below is a sample of companies that specialize in helping other firms going through large-scale layoffs. We offer no endorsement of these firms, but instead provide them as examples of services that are available.

Devine Associates

www.devineassociates.ca/

Outplacement and Transition Services

- Managing Employee Dismissals
- Post Retirement Opportunities/Lifestyle
- Career Transition Coaching
- Financial Consulting
- Entrepreneurship/Self Employment

Eisen Consulting Group – Outplacement

www.eisenconsulting.com/index.php?career_transition

Career Transition services range from supporting the organization in preparing for the release of one or many employees, to coaching released employees through the transition to alternate careers or lifestyles, i.e. similar or different job or career, self-employment, small business start-up or retirement.

Focus Group (Vancouver)

www.focusgroupvancouver.com/outplacement/outplacement.html

Downsizing is painful, no matter how you look at it. The affected employees, those who remain, and the community look to you to make a statement that your company cares. In the midst of the internal upheaval created by organizational change, allow The Focus Group to demonstrate your business integrity by providing high-touch, personalized career transition services.

Graham Management Group

www.grahammanagement.com/Corporate_Outplacement_Career_Transition.xpg

This program is specifically designed to assist separated individuals in obtaining employment by providing them with administrative assistance and self-marketing tools and techniques. This sophisticated program is suited to today's rapidly-changing business world. The services are performed entirely via phone, facsimile and e-mail with the ultimate goal being to motivate individuals to obtain employment with minimum delay.

Inter-Connex Consulting Inc.

www.inter-connex.ca/index.htm

www.inter-connex.ca/services.htm

Human Resource Management/ Labour Market Adjustment

These projects focus on specific human resource management or labour market adjustment issues facing individual organizations or broader industrial sectors. Inter-Connex provides group facilitation services.

Lee Hecht Harrison

www.lhh.com/Careertransition/Pages/default.aspx

Lee Hecht Harrison helps you plan an effective downsizing strategy and manage your transition process from start to finish. Helps ensure that your affected employees are constructively engaged in transition activities, and that those you retain remain productive, committed and focused.

- Pre-event planning
- Resiliency and workforce productivity
- Redeployment services
- Outplacement services
- Can include multiple approaches such as onsite career centers, online tools and resources, group working sessions and one-to-one coaching

Lee Hecht Harrison Career Resource Network (CRN)

www.lhh.com/careertransition/Pages/CareerResourceNetwork.aspx

A web portal to help individuals going through a career transition explore their options, define their objectives, conduct a job search, pursue business ownership, or consider active retirement.

RESSOURCES

Planification financière

Sites Web

Agence de la consommation en matière financière du Canada

<http://www.themoneybelt.ca/home-accueil-fra.asp>

Site sur le développement des compétences financières.

La Clik Économik

Agence de la consommation en matière financière du Canada. 18 janvier 2010 recherché de www.themoneybelt.ca/home-accueil-fra.asp

La Clik Économik, c'est votre porte d'entrée sur l'apprentissage en matière financière. Naviguez sur le site, essayez nos outils et développez vos compétences financières.

Le Réseau de protection du consommateur du Québec

www.consommateur.qc.ca/

Vous trouverez sur le site du RPC des informations fournies par [vingt-cinq associations de consommateurs](#), des organismes qui œuvrent aux quatre coins du Québec et dont la principale mission est d'informer et défendre les consommateurs.

Ces associations offrent des services de planification budgétaire ainsi que des cours comme *Formation sur la gestion des finances personnelles pour travailleurs et travailleuses autonomes*, *Solutions aux dettes*, *Cours sur le budget*, *Finances personnelles*, etc. Les services et les cours varient d'une région à l'autre. Veuillez consulter l'association de votre région pour plus de détails.

SOS Dettes - Solutions à l'endettement

<http://inchargecanada-px.rtrk.ca/>

SOS Dettes - Solutions à l'endettement vient en aide gratuitement aux particuliers et aux familles aux prises avec des difficultés financières. Nos conseillers spécialisés offrent des conseils et des solutions sur mesure pour vous sortir gagnant de l'endettement.

Documents

La planification financière personnelle / La Roger A. Lamontagne. Presses Université du ram, Québec; 2e éd., 2001.

L'A B C d'une bonne planification financière / Marc Beaudoin & al. Monde différent, 2007.

Le Budget réinventé / Jacques Roy. Les Éditions Transcontinental, 2006.

Réduisez vos impôts / André Boulais. Québecor, 2010.

Un Barbier riche / David Chilton. Trécarré, 1997.

Entrepreneurs – travailleurs autonomes

Sites Web

Entreprises Canada – Services aux entrepreneurs

www.entreprisescanada.ca/fra/125

Notre objectif est de favoriser la croissance et la prospérité de votre petite entreprise en simplifiant l'accès à des renseignements et à des services fiables et actualisés adaptés à vos besoins.

Fondation de l'entrepreneurship

www.entrepreneurship.gc.ca/fr/default.asp

La Fondation de l'entrepreneurship est un organisme sans but lucratif activement engagé dans la promotion du développement de la culture entrepreneuriale comme moyen privilégié d'assurer le développement économique et social du Québec.

Services Canada – Lancer une entreprise

www.servicecanada.gc.ca/fra/vie/entreprise.shtml

Service Canada a dressé une liste qui vous aidera à démarrer votre propre entreprise.

Services Québec Entreprises – Créer son entreprise

www2.gouv.qc.ca/entreprises/portail/quebec/creer?lang=fr&q=creer

Inscription et immatriculation de l'entreprise, rédaction du plan d'affaire, étapes à franchir pour installer votre entreprise, outils et ressources à consulter pour favoriser la réussite de votre projet ainsi et information sur les programmes d'aide financière dont vous pourriez peut-être bénéficier.

Documents

10 différences entre les entrepreneurs et les employés / Keith Cameron Smith. Dauphin Blanc, 2009

Comment facturer mes services / Marc Chiasson avec Marie Brouillet. Les Éditions Transcontinental, 2004.

Le Guide du travailleur autonome 2e éd. / Jean-Benoit Nadeau. Editions Québec/Amérique, 2007.

La démarche entrepreneuriale / Paul Gauthier. Éditions Saint-Martin, 2008.

Réseautage d'affaires : mode de vie / Lise Cardinal avec Roxane Duhamel. Les Éditions Transcontinental, 2004.

Entrevues et recherche d'emploi

Sites Web

Comité sectoriel de main-d'oeuvre de l'industrie des mines

www.csmomines.qc.ca/metiers-professions/default.php

Le Comité sectoriel de main-d'oeuvre de l'industrie des mines vous permet d'accéder au seul et unique site de placement en ligne dédié à l'emploi minier québécois. Une simple inscription suffit.

Employeurs, Explorez vos ressources, RHiM

www.acareerinmining.ca/en/employers/index.asp

Consultez les sites web des employeurs et les liens vers les banques d'emploi ci-après pour trouver d'excellentes perspectives de carrière dans l'industrie minière.

Explorez vos ressources, RHiM

www.acareerinmining.ca

Ressources d'industrie minière dans l'industrie.

Guichet Emplois

www.emploisetc.qc.ca/fra/

Outils et informations sur la recherche d'emploi.

L'Association des Centres de recherche d'emploi du Québec

www.cre.qc.ca/index.html

L'Association des Centres de recherche d'emploi du Québec (ACREQ) est constituée d'un réseau d'organisations spécialisées dans l'aide gratuite à la recherche d'emploi et en insertion professionnelle.

Programme des titres de compétences de l'industrie minière canadienne

www.miningcredentials.ca

Informations étendues sur le Programme des titres de compétences de l'industrie minière canadienne comprenant le système de reconnaissance professionnelle des travailleurs.

RHiM, Conseil des ressources humaines de l'industrie minière

www.mihr.ca

Le RHiM est le conseil sectoriel de l'industrie canadienne des minéraux et des métaux. Chef de file reconnu pour l'élaboration et la mise en œuvre de solutions nationales en matière de ressources humaines, le RHiM contribue à la force, à la compétitivité et à la viabilité du secteur minier canadien.

Documents

90 Questions pour une recherche d'emploi gagnante / Nathalie Diudonnat. Démos Éditions., 2009.

101 excellentes réponses aux questions d'entrevue / Ron Fry. R. Goulet, 2001.

Entrevue d'embauche: Toutes les astuces pour enfin obtenir un oui / Stéphane Gagnon. Septembre Inc., 2008.

Entrevue d'emploi : conseils, trucs et stratégies / Patricia Saint-Pierre. Septembre Inc., 2006

Guide du CV et de la recherche d'emploi / Nicolas Barrier. First, 2009.

Guide Marabout CV/recherche d'emploi / Florence Le Bras. Marabout, 2007.

Job Interview: réussir les entretiens de sélection en français et en anglais / Christel Diehl. Presses Universitaires France, 2008.

Le CV par compétences, 2e édition mise à jour et enrichie / Stéphane Boudriau. Les Éditions Transcontinental, 2004.

Réussir une entrevue / Camille Labrecque. Logique, 2000.

Pairs aidants

Sites Web

(Exemples de programmes d'intervention par les pairs)

CEGEP de Matane

www.cegep-matane.qc.ca/etudie/services-etudiants/besoin-aide/pairs-aidants

Pairs aidants au CEGEP de Matane

Compétences relatives à l'employabilité 2000+, Le Conference Board du Canada, Ottawa, 2003.

www.conferenceboard.ca/Libraries/EDUC_PUBLIC/esp2000f.sflb

Les Compétences relatives à l'employabilité 2000+ sont les compétences indispensables au monde du travail—que vous travailliez à votre propre compte ou pour un employeur.

Programme québécois Pairs-aidants Réseau

www.aqrp-sm.org/projets/pairs-aidants/links.html

Programme pairs-aidant dans le réseau de la santé

Projet Cactus

cactusmontreal.org/fr/pair-aidants.html

Le projet d'intervention par les pairs auprès des jeunes de la rue du centre-ville de Montréal.

Université de Sherbrooke

www.usherbrooke.ca/universante/psychologique/pairs_aidants/

Intervention par les pairs pour les étudiants de l'université Sherbrooke

Ressources d'aide à la transition

Agences gouvernementales

Compétences essentielles

www.rhdcc.gc.ca/fra/competence/competences_essentielles/generale/accueil.shtml

Le site offre des outils gratuits et conviviaux visant à aider les apprenants, les employeurs et les intervenants à prendre des mesures à l'égard de l'alphabétisation et des compétences essentielles.

Emploi Québec

<http://emploi.quebec.net/index.asp>

Informations sur le marché du travail au Québec, trucs pour la recherche d'emploi, assistance sociale, etc.

Emplois et solidarité sociale Québec

www.mess.gouv.qc.ca/

Information sur le marché du travail (IMT), placement en ligne, simulations de revenus disponibles, localisateur des centres locaux d'emploi et autres.