

Career Training Exchange
February 8, 2011
2175 Parent Avenue, Windsor, Ontario

Hosted by
ONESTEP, Ontario Network of Employment Skills Training Program,
“One network, endless possibilities”

On January 26, 2011 you received an invitation from ONESTEP to participate in the Career Training Exchange (CTX). Women's Enterprise Skills Training of Windsor Inc. (WEST) and Windsor Women Working with Immigrant Women (5W) are two local ONESTEP members who are helping to coordinate this event for Windsor-Essex Area on February 8, 2011. We are encouraging EO providers to help make this event successful for our community.

Funded by MTCU, Employment Ontario, "The Career Training Exchange (CTX)" is designed to provide information about services or retraining programs to long-term unemployed consumers."



Open to the public, the event will be primarily an exchange of information - helping people to learn about employment services, training opportunities, and about local EO providers that can support them in accessing training and provide support in finding work.

ONESTEP is sending out invitations and Exhibitor request to all the local training providers (private colleges, colleges and universities as well as all EO providers.

Here is what we are asking you to do:

1. **Host a booth** at the Career and Training Exchange Event.

Register at http://events.onestep.on.ca/cgi/page.cgi?event_id=67&id=2&action=viewdetail by **January 31, 2011** to hold your space and ensure your agency name is incorporated in advertising for the event.

- Booth exhibitors can set up as of 8 am

2. **Invite participants** to attend this event

- Postcards are available and will be delivered to your agency by Friday, January 28, 2011. Please distribute widely to participants.
- ONESTEP will set up an internet link to promote the event - we'll send this out once it is set up
- A newspaper ad will promote the event

3. **Conduct a workshop.** We need your expertise to conduct (one or two) **one-hour workshops** that will run throughout the day? Please review and confirm your participation.

| CTX Workshop Schedule - February 8th, 2011 | | |
|---------------------------------------------------|--------------------------------------------|--------------------------------------------|
| DRAFT | | |
| Time | Info Session | Organizations |
| 9:30 – 10:30am | Ontario Employment Service overview | WEST + College Boreal + 5W |
| 1030 - 11:30am | Second Career Info Session | St. Clair College + GECDSB |
| 11:30am - 12:30pm | Employer incentives + participant supports | WEST + SECC + City of Windsor |
| 12:30 - 1:30pm | Ontario Self Employment Benefit | College Boreal/NCCE |
| 1:30 - 2:30pm | Second Career Info session | Unemployment Help Centre+5W |
| 2:30 - 3:30pm | Apprenticeship Info Session | GECDSB + St. Clair College |
| 3:30 - 4:30pm | Targeted Initiative for Older Workers | Unemployment Help Centre + City of Windsor |

Here's how the event will look:

- Exhibitors set up from 8 am (ready for the public by 9:00). If you have any special requests, please be sure to include these in your registration - sign up in response to the ONESTEP email you received on December 23
- Public arrives between 9 am and 4:30 pm
- ONESTEP has a booth-providers break-away room that will provide lunch to the booth hosters

Ideas and suggestions are welcome - you can contact any one of the following:

- Lorraine Katanik, ONESTEP - lorraine@onestep.on.ca
- Sangeetha Karalamoorthy, ONESTEP – Sangeetha@onestep.on.ca
- Rose Anguiano Hurst, WEST – rose@westofwindsor.com
- Padmini Raju, WWWIW – padmini@wwwiwiw.org

Thanks in advance for your support for this event!