

# FEBRUARY 2010 EVENTS

**The ERC will be closed  
February 15<sup>th</sup> for Family Day**

**Thursday February 18, 1:30**

## **stress management**

*with Life Skills Coach  
Iva Keighley*

This workshop focuses on managing stress. Find out what causes stress and learn practical ways of reducing stress in your life.

**Thursday February 25, 1:30**  
**Money Matters**

Learn how **The Financial Advocacy and Problem Solving Program** at St. Christopher House can help you:

- deal with debt problems
- get the most out of your personal resources
- avoid common scams and financial fraud
- file tax returns; get a bank account
- and much, much more

## Friday Computer Classes

Participants must have basic computer skills and be comfortable with using Microsoft applications

**February 5 @ 9:30**

### **PORTFOLIOS USING BASIC POWERPOINT**

Stand apart from the competition by submitting an electronic portfolio to potential employers.

The workshop covers the basics of PowerPoint – learn how to create a presentation using formatting features including adding text, colour, backgrounds, transitions and design templates.

**February 19 @ 9:30**

### **Intro to MS Excel**

Learn to manage your job search and budget using basic MS Excel skills. Learn how to create spreadsheets, use formulae, and customize MS Excel plus much more.

**February 26 @ 9:30**

### **Creating Calling Cards in MS Publisher**

Learn to create eye-catching calling cards that highlight your key employment skills. Simple MS Publisher features will make it easy to market yourself to employers professionally.

**Register Now**  
at



Lawrence Square Employment Resource Centre  
700 Lawrence Avenue West Suite 433  
(416) 789-5877

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[www.careerfoundation.com](http://www.careerfoundation.com)