

MIZIWE BIIK

Newsletter

East Edition

2013



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Introduction

Welcome to MIZIWE BIIK's Newsletter. Our purpose is to serve as a resource to the Aboriginal community by providing information and updates pertaining to our programs and services.

Our collection of employment, business development and program co-ordinators related insights and developments cuts through information clutter to bring you illuminating news. Each quarter we will feature client success stories and provide details on the programs and services offered through Miziwe Biik. From Miziwe Biik Aboriginal Employment and Training, Miziwe Biik Development Corporation and Thunderbird, we will provide the community answers to frequently asked questions through tips and tricks.

Thank you for reading on!

Nancy Martin, Executive Director

Four directions

The Four Directions of East, South, West and North carry many teachings. These teachings reflect the four seasons and the four stages of life: childhood, adolescence, adulthood and Elder. The Four Directions also give teachings about the four parts of human personality – the physical, mental, emotional and spiritual – and they show us how all peoples are connected.

Our newsletter will honour these teachings by referencing each edition with a direction and provide the associated teaching. In this edition, as with the medicine wheel, we provide teachings based on the East direction.

East direction

All beginning's starts in the east - from where the sun rises we begin a new dawn. Each day is a good new day with a fresh beginning, a new start. East is the direction of the physical body and newness including the birth of children. It is the time of change for all is a new beginning.

Spring is the season when all things begin to grow and awaken. Yellow is the path of Life, to begin the walk as a warrior, to shine in all that you do. The sun rising in the east empowers each of us. The energy to do and to begin the action of the mind and heart is there.

Jimmy Dick, Traditional Teacher of James Bay Cree Nation

Featured program

Carpentry Pre-Apprenticeship Program

The Carpentry Training Program is a partnership between Miziwe Biik Aboriginal Employment and Training, George Brown College of Applied Arts and Technology and The Mill Centre (Dixon Hall Affiliate). The project is funded through the Ontario Ministry of Training, Colleges and Universities.

The 28 week program is structured around three components; Academic Upgrading, Level One basic carpentry course and a work placement. The program provides Aboriginal candidates with extensive Carpentry training; both theoretical and practical experience will be gained throughout the program. Students will receive training in the following;

- Academic Upgrading (8 weeks) The Mill Centre
- Certification – Hoisting & Rigging, Fall Protection, WHMIS and First Aid CPR – Level C
- Job Readiness Employability (1 week) Miziwe Biik Aboriginal Employment and Training
- Level 1 General Carpenter (10 weeks) George Brown College – Casa Loma Campus
- Secondary Trades Training (1 week) George Brown College – Casa Loma Campus
- Paid or Voluntary work placements (8 weeks)

For more information, please contact Danbi Cho, Program Co-ordinator at Miziwe Biik Aboriginal Employment and Training Carpentry Pre Apprenticeship Program. Telephone (416) 591-0354 Email danbi@miziwebiik.com

Client Success Stories

James Thurston

James Thurston, a Toronto born urban Ojibway belonging to Serpent River First Nation (Cutler, Ontario) has been a client of Miziwe Biik since 2005. Back then, James was seeking employment and training expertise to launch his own business. After completing Centennial College's Home Inspection course, James successfully opened up his own business as an Eco-Energy Auditor under the name of JT Inspection Inc.

In 2011, when industry regulation changed and rendered his business obsolete, James reached out to Miziwe Biik again.

This time, James secured enrolment into the pre-apprenticeship program offered through the United Association of Plumbers and Steam-Fitters Local 46. His ambition, dedication and drive led to his successful completion and has since transitioned into a formal apprenticeship. Now in his second term, he is striving towards completing his apprenticeship within the union.

The United Association of Plumbers and Steam-Fitters Local 46 has been so impressed with James, that this has led to a recruitment relationship for other potential Miziwe Biik candidates of their pre-apprenticeship program within the union.

Tips and Tricks

Writing a business plan can be a daunting challenge. However, this skill is a vital requirement for any entrepreneur or business seeking to increase their chances of survival.

Here is a sample of what a business plan should include:

1 - Executive Summary

Provides a brief overview of what the business is, what it will cost and how it will grow. This is part of the business plan, while appearing first in the document, might be completed last.

2 - Ownership and management

It is important to describe how the business is owned and how it will be managed.

3- Marketing

This section of the business plan provides details of the market or the customers to be attracted and served by the business. It should include a strategy to compete in the marketplace and makes some assumptions about how much business will be secured over time.

4- Operational plan

This part of the plan provides details to where the business will be located and the facilities available to house the business. It should also provide details of the work involved and any limitations.

5- Financial plan

The financial plan provides projected cash flow for year one and includes how much money is available at start up and how much money is expected to be made every month.

6 - Appendices

In this section of the business plan, you would include information that supports the plan. Items may include a resume, evidence of cash equity, letters of support, marketing plan, etc.

Online Employment Job Boards

- [Workopolis](#)
- [Monster](#)
- [Job Bank](#)
- [Aboriginal Job Centre](#)
- [Inclusion Network](#)
- [First Nations Jobs](#)
- [Amik](#)
- [Indeed](#)
- [Wowjobs](#)
- [Eluta](#)
- [Nonprofit Jobs](#)
- [City of Toronto](#)
- [Ontario Public Service](#)
- [Federal Public Service](#)



Michael Waddell

Manager

Aboriginal Business Resource Centre

Michael Waddell is a seasoned Aboriginal business professional who provides direction and guidance for Aboriginal business owners through a series of workshops and advisory services including important steps to successfully apply for a loan and/or grants for their business.

Sample Resume Templates

Your Name

407-111 Your Street, City, Province M6Z 2B3 • 416.555.1234 •
youremail@address.com

OBJECTIVE

Title of position you are applying for/ or area of interest and what you can do for the company

SUMMARY OF QUALIFICATIONS (or SKILLS SUMMARY)

- Number of years experience in relevant paid or unpaid work
- Related special knowledge, training or certification
- Relevant accomplishment/ soft or hard skill/ attribute
- Languages / computer skills etc.

WORK EXPERIENCE (or RELEVANT EXPERIENCE)

Most recent job title

month/ year – month/ year

Organization, City, Province

- An Action Statement relevant to the job requirement, highlighting how you did the task and results or accomplishments that you had.
- An Action Statement relevant to the job requirement, highlighting how you did the task and results or accomplishments that you had.
- An Action Statement relevant to the job requirement, highlighting how you did the task and results or accomplishments that you had.

2nd Most Recent Job Title

month/ year – month/ year

Organization, City, Province

- An Action Statement relevant to the job requirement, highlighting how you did the task and results or accomplishment that you had.
- An Action Statement relevant to the job requirement, highlighting how you did the task and results or accomplishment that you had.

VOLUNTEER EXPERIENCE

Volunteer title

Organization, City, Province

month/ year – month/ year

- An Action Statement relevant to the position requirement, highlighting how you did the task and results or accomplishment that you had.

EDUCATION

Degree/ major or concentration

month/ year

Institution, City,

Functional Resume Template

The standard length of a resume is 1 to 2 full pages.

YOUR NAME

Apt # - Street Address
Toronto, ON MXX XXX
222-222-222
email@address.com

Put your name in font 16 & address in font 12. Put the remainder of the resume content in font 12.

Name of Position

HIGHLIGHTS OF QUALIFICATIONS (or Profile)

- Number of years experience in the field or line of work
- Relevant credentials, education, training or certifications
- An accomplishment that directly relates to the job objective
- Qualities or characteristics that support the job objective
- Other qualifications including relevant computer/technical skills, professional affiliations, and additional languages

Give the name of the position as written in the job posting and centre it in font 14.

RELEVANT SKILLS AND ACCOMPLISHMENTS

(Special Knowledge or Technical Skill)

- An accomplishment that illustrates this skill
- An accomplishment that illustrates this skill
- (generally, no more that 4-5 bullet points per skill)

(Transferable Skills, such as Management or Administration)

- An accomplishment that illustrates this skill
- (generally, no more that 4-5 bullet points per skill)

Interpersonal Skill, Such as Training or Counselling)

- An accomplishment that illustrates this skill
- (generally, no more that 4-5 bullet points per skill)

List 3-4 skill areas that are most relevant or essential to the job goal. This section should reflect the qualities listed in the summary above.

EMPLOYMENT HISTORY

Job Title COMPANY NAME, City or Country
0000-0000

Job Title COMPANY NAME, City or Country
0000-0000

Job Title COMPANY NAME, City or Country
0000-0000

EDUCATION

Name of Degree, Diploma, Certificate, or Credential
INSTITUTION NAME, City or Country
0000

List any degrees or diplomas first, then other certificates in reverse chronological order

Features of a Functional Resume

- Highlights transferable skills and makes experience more generally related to the job objective
- Brings together unrelated abilities, positions and skills
- Does not list previous job titles or employers
- Emphasizes knowledge and education for new graduates or workers re-entering the job market after an extended absence