



# Targeted Initiative for Older Workers





# What is TIOW?

- ✿ *Work skill development: computer, workplace, & life skills*
- ✿ *For unemployed individuals, aged 55-64*
- ✿ *Guidance & support for re-entering the workforce, whether it be for employment or self-employment*
- ✿ *14 weeks: 10 weeks of courses, 4 weeks job-search & independent training*
- ✿ *Funded by Ministry of Jobs, Tourism & Skills Training*

# Computer Skills

MS WORD

MS EXCEL

MS POWER  
POINT

KEYBOARDING

INTERNET

SOCIAL MEDIA

ON-LINE JOB  
SEARCH

OUTLOOK  
EMAIL

BUDGETS,  
BUSINESS  
LETTERS,  
POSTERS



# Workplace Skills

LEADERSHIP

WHMIS and  
RIGHTS &  
RESPONSIBI-  
LITIES

WORKING IN  
DYNAMIC  
WORK PLACES

GOAL SETTING

ABCs OF  
BUSINESS

PUBLIC  
SPEAKING

SELF-  
EMPLOYMENT

TIME  
MANAGEMENT

NETWORKING

# Life Skills

NUTRITION

PHYSICAL  
& MENTAL  
WELLNESS

STRESS  
MANAGEMENT

POSITIVE  
COMMUNICA-  
TION

IDENTIFYING  
SKILLS, VALUES,  
INTERESTS

CONFLICT  
RESOLUTION

RESUME  
COVER LETTERS  
INTERVIEWS

ACCESSING THE  
HIDDEN JOB  
MARKET

TRUE COLOURS



# Perks

- ✿ *Training allowance - up to \$300 weekly (+ travel allowance)*
- ✿ *Funding for independent training - over \$1000*
- ✿ *Certifications - Digital technology (multiple), Customer Service Excellence or WorldHost, WHMIS*
- ✿ *Support & guidance throughout and beyond*
- ✿ *Experienced, engaged instructors who love their topics*
- ✿ *Full access to computers, internet throughout program*





Lucky day: Haul Truck  
Simulator perk for group 2!!!



# How to apply?

- ✿ ***Next start date: April 4th** (dependent on #s)*
- ✿ *Applications available at the College. Apply now!*
- ✿ *Contact Jane Powell (Coordinator) at 250-344-5901, ext. 6109 or email [jpowell@cotr.bc.ca](mailto:jpowell@cotr.bc.ca)*
- ✿ ***Please spread the word!***