



Employment & Training NEWSLETTER



PHOTOS BY AVERY A. HENDRICK

IN THIS ISSUE

- **UPCOMING NEWS**
- **SERVICE CANADA CLINIC**
- **AUGUST WORK READY TRAINING**
- **SEPTEMBER WORK READY TRAINING**
- **RESUME WORKSHOP**
- **ACADEMIC UPGRADING/ACE PROGRAM UPDATE**
- **SUCCESS STORY**
- **CMO JOB FAIR UPDATE**
- **CHIPPEWA TRANSIT SCHEDULE**
- **STATISTICS TO DATE**

Upcoming News

Employment & Training is gearing up for a summer filled with work ready training throughout August and September. Employment & Training is still open for those who require assistance with Resumes, Cover Letters, Printing, and FREE Internet Use.

8:30am - 4:30pm Mon ~ Fri

Employment & Training's upcoming events:

- August Work Ready Training ~ See page 3
- September Work Ready Training ~ See page 4
- Resume Workshops ~ See page 5
- Academic Upgrading/ACE ~ See page 6 & 7

Contact us:

Kim Smith

Director of Employment & Training
ksmith@cottfn.com

Amy Henry

Transportation Coordinator
transportation@cottfn.com

Avery Hendrick

Administration Assistant
etadmin@cottfn.com

Scan QR code to visit our Website



www.cottet.ca



SERVICE CANADA IN YOUR COMMUNITY

Service Canada provides Canadians with a single point of access to a wide range of government services and benefits.

Service Canada will be in your community to help you apply for the programs and services listed below.

What to Bring: Visit Canada.ca for a complete list of required documents.

Programs and Services	How to Register	Date	Time
CDCP - Canadian Dental Care Plan – Application	To register for this clinic, please visit or contact: Employment & Training 519-962-8688 etadmin@cottfn.com	July 21 st , 2025	1:00pm - 3:30PM
Old Age Security (OAS)			
Canada Pension Plan (CPP)			
My Service Canada Account (MSCA)			
Social Insurance Number (SIN)			

Information on Service Canada's programs, services and benefits can be found online at Canada.ca or by calling 1 800 O-Canada.

Service
Canada

The Service Canada Clinic location:
328B, Chippewa Rd., Muncey, ON, N0L 1Y0

****Service Canada Clinics no longer offer assistance with passports****



AUGUST WORK READY TRAINING

Work Ready training is geared towards micro-credentials which can help you get immediate access to a job/work. Micro-credentials are short, focused programs that teach specific, in-demand skills and are recognized by employers. August's focus will be on Work Ready Trades training. We encourage you to register for each session, as each certificate will help build a more robust resume.



HEALTH AND SAFETY & HAZARD RECOGNITION TRAINING

WORKSITE safety

COMMUNITY TRAINING
Employment & Training will be offering ONLINE Health and Safety & Hazard Recognition training to get members ready for casual work with the roads dept. This Hazard Recognition Course will guide you through all aspects of workplace hazards, from Slips, Trips and Falls to Fire and Electrical Hazards.

Wednesday, August 6th
at Portable-2 beside the Chippewa community center from 1:30pm-4:30pm

Training includes:

- Laptop provided for training
- Average Duration: 3 Hours
- Digital & Printable Certificate
- Plastic Proof Of Training Card Included
- Unlimited Exam Attempts
- Accepted Across Canada
- Self-Paced. Available 24/7
- Permanent Record of Training
- User Management Tools Available

Space is limited to 10 people. Register today!



LADDER & FALL PROTECTION TRAINING

WORKSITE safety

COMMUNITY TRAINING
Employment & Training will be offering ONLINE training Any person working at elevations is required to be trained in fall protection safety. Worksite Safety's universal Fall Protection Certification program has been developed in accordance with federal and provincial legislations as safety training for workplaces across Canada

Wednesday, August 13th
at Portable-2 beside the Chippewa community center from 10:00am-4:00pm

Training includes:

- Laptop provided for training
- Average Duration: 5.5 Hours
- Digital & Printable Certificate
- Plastic Proof Of Training Card Included
- Unlimited Exam Attempts
- Accepted Across Canada
- Self-Paced. Available 24/7
- Permanent Record of Training
- User Management Tools Available

Space is limited to 10 people. Register today!

HOW TO REGISTER: ETADMIN@COTTEN.COM OR 519-962-8688

****PLEASE INCLUDE YOUR NAME, PHONE#, STATUS#****



FIRST AID & CPR

WORKSITE safety

Community Development
These skills are essential for those looking to become babysitters as well as for employees, first responders, instructors and training partners. Accidents and emergencies can happen anytime, anywhere. Get Certified. Save a life.

Wednesday August 20th, 2025
at Portable-2 beside the Chippewa community center from 9:30am-3:30pm

Training includes:

- Cardiopulmonary resuscitation (CPR)
- Bleeding control
- Breathing emergencies
- Injuries
- Poisoning
- Automated external defibrillator (AED)

Space is limited to 10 people. Register today!



LINE LOCATOR TRAINING

WORKSITE safety

COMMUNITY TRAINING
Employment & Training will be offering ONLINE Line Locator training to get members ready for casual work with the roads dept. This online utility locator training course is aimed at developing knowledge and skills associated with locating underground utilities (electric power, gas distribution, and telecommunications).

Wednesday, August 27th
at Portable-2 beside the Chippewa community center from 9:00pm-5:00pm

Training includes:

- Laptop provided for training
- Average Duration: 8 Hours
- Digital & Printable Certificate
- Plastic Proof Of Training Card Included
- Unlimited Exam Attempts
- Accepted Across Canada
- Self-Paced. Available 24/7
- Permanent Record of Training
- User Management Tools Available

Space is limited to 10 people. Register today!

HOW TO REGISTER: ETADMIN@COTTEN.COM OR 519-962-8688

****PLEASE INCLUDE YOUR NAME, PHONE#, STATUS#****

HOW TO REGISTER: ETADMIN@COTTEN.COM OR 519-962-8688

****PLEASE INCLUDE YOUR NAME, PHONE#, STATUS#****



SEPTEMBER WORK READY TRAINING

Work Ready training is geared towards micro-credentials which can help you get immediate access to a job/work. Micro-credentials are short, focused programs that teach specific, in-demand skills and are recognized by employers. September's focus will be on Work Ready Service Industry Training. We encourage you to register for each session, as each certificate will help build a more robust resume.



SAFE FOOD HANDLING TRAINING

WORKSITE SAFETY

COMMUNITY TRAINING
The ONLINE Food Handler Certification Program teaches food handlers the general principles of safe food handling. This certificate meets the mandatory Ontario food safety training requirements and is recognized by all health units in Ontario.

Space is limited to 10 people. Register today!

Thursday, September 4th
at Portable-2 beside the Chippewa community center from 9:00am-5:00pm

Training includes:

- Laptop Provided
- Average Duration: 6 hours
- Self paced
- public health legislation
- food microbiology
- temperature control
- cross-contamination
- personal hygiene
- cleaning and sanitizing



SMART SERVE + LIQUOR RETAIL TRAINING

WORKSITE SAFETY

Community Development
Employment & Training will be hosting a Smart Serve + Liquor Retail Training Course. Smart Serve is Ontario's mandated training for all servers of alcohol beverages in licensed establishments. The course covers such topics as the effects of alcohol, responsible serving techniques, legal issues, and house policies.

Space is limited to 10 people. Register today!

Thursday, September 11th
at Portable-2 beside the Chippewa community center from 9:00am-4:00pm

Training includes:

- Laptop provided
- Average duration: 2hours
- self paced
- 2 exam attempts
- Understanding the effects of alcohol
- Recognizing signs of intoxication
- Responsible alcohol service practices

HOW TO REGISTER: ETADMIN@COTTEN.COM OR 519-962-8688

PLEASE INCLUDE YOUR NAME, PHONE#, STATUS#



CUSTOMER SERVICE TRAINING

WORKSITE SAFETY

Community Development
This program focuses on a number of customer service skills that are applicable to all industries. Our program is concentrated on how to be a customer service professional who goes above & beyond in order to generate repeat business and drive customer loyalty.

Space is limited to 10 people. Register today!

Thursday Sept 18th, 2025
at Portable-2 beside the Chippewa community center from 9:00am-1:00pm

Training includes:

- The Goal of Customer Service
- Customer Service Basics
- Customer Satisfaction
- Working with Difficult Customer Situations
- Meeting Customer Expectations



FIRST AID & CPR

WatersTime
Terri Fisher

Community Development
These skills are essential for those looking to become babysitters as well as for employees, first responders, instructors and training partners. Accidents and emergencies can happen anytime, anywhere. Get Certified. Save a life.

Space is limited to 10 people. Register today!

Thursday September 25th, 2025
at Portable-2 beside the Chippewa community center from 9:30am-3:30pm

Training includes:

- Cardiopulmonary resuscitation (CPR)
- Bleeding control
- Breathing emergencies
- Injuries
- Poisoning
- Automated external defibrillator (AED)

HOW TO REGISTER: ETADMIN@COTTEN.COM OR 519-962-8688

PLEASE INCLUDE YOUR NAME, PHONE#, STATUS#

HOW TO REGISTER: ETADMIN@COTTEN.COM OR 519-962-8688

PLEASE INCLUDE YOUR NAME, PHONE#, STATUS#



RESUME WORKSHOPS AUGUST & SEPTEMBER

A resume is crucial in a job search because it's the primary tool for showcasing your qualifications and skills to potential employers, often serving as the first impression and a key factor in landing an interview. E&T is offering a resume workshop in tandem with the Work Ready Training scheduled for August and September.

No registration is required, laptops limited to 10 people.

RESUME WORKSHOP

**Community Development*
Employment & Training will be offering a Resume and Covering Letter workshop for anyone who would like assistance in updating or creating their resume.*

**DROP INS WELCOME!
No appointment necessary**

Tuesday, August 12th & 26th
at Portable-2 beside the Chippewa community center from 9:00am-12:00pm

Training includes:

- Resume Basics
- Cover Letter Basics
- What to include and not include
- Formatting
- How/when to update
- Professional wording

RESUME WORKSHOP

**Community Development*
Employment & Training will be offering a Resume and Covering Letter workshop for anyone who would like assistance in updating or creating their resume.*

**DROP INS WELCOME!
No appointment necessary**

Tuesday, Sept 9th & 23rd
at Portable-2 beside the Chippewa community center from 9:00am-12:00pm

Training includes:

- Resume Basics
- Cover Letter Basics
- What to include and not include
- Formatting
- How/when to update
- Professional wording

HOW TO REGISTER: ETADMIN@COTTFN.COM OR 519-962-8688

****PLEASE INCLUDE YOUR NAME, PHONE#, STATUS#****



ACADEMIC UPGRADING CHIPPEWA SITE

In Partnership with

Chippewas of the Thames First Nation Employment and Training



What we offer:

- Literacy Basic Skills
- Essential Skills
- Canadian Adult Education Credential (formerly G.E.D.)
- Academic & Career Entrance Program (ACE)
- Ontario Secondary School Diploma Support

How to register:

- Fill out the Registration form
- Complete the Assessments
- Create your Training plan
- Start your individual program
 - Learning options
 - Scheduling options
 - Program length
- Re-evaluate training plan
- The Academic Upgrading Instructor will assist with each step of registration and support you with your customized plan

Create your path to:

- Independence
- Post-Secondary
- Skilled Trades
- Entrepreneurship
- Employment

Program Length:

- It varies based on the amount of time you commit, as a student.
- What your goal is.
- The programs of study are geared to the individual student learning needs to prepare for your next step of employment, further training, or education.

For an adult learner, often the hardest aspect of returning to school is taking the first step. At the Chippewa Site in partnership with Fanshawe, we welcome the opportunity to assist individuals work towards their goals.

Contact:

Tammy Johnson
Academic Upgrading Instructor
Fanshawe College-Chippewa Site
Portable 1
tjohnson@fanshawec.ca
226-980-6736

Hours of Operation:

Starting April 29, 2025

Tuesday 10 A.M. to 3 P.M.
Wednesday 10 A.M. to 3 P.M.



ACADEMIC UPGRADING CHIPPEWA SITE

In Partnership with

**Chippewas of the Thames First Nation
Employment and Training**



Demographics from May 2024 to March 31, 2025

Male	6
Female	11
Age Range	25 years +
Registrations	15
Active	4
Inactive	11

*We had one student inquiry and three incomplete registrations.

Program Enrollment May 2024 to March 31, 2025

Literacy Basic Skills	7
Essential Skills	7
Canadian Adult Education Credential (GED)	0
Academic Career Entrance Program ACE	5
Ontario Secondary School Diploma Support	1
Program Exit	3

*The three students who exited their program; two students left to pursue their studies at the Post Secondary level and One student relocated.

*Academic Career Entrance Program Courses correspond with the Fanshawe Terms or Semesters. In the Fall Term, we had two students successfully complete the Apprenticeship Math and one student complete the Communications course. Currently, there are two students enrolled in the Communications course for the Winter term.

Barriers and Obstacles

1. Involuntary Registration
2. Transportation



Success Story

Ezhitoowaad - "They Build It"

It has been an exciting time for COTTEN Employment & Training. Early this year E&T came together with Fanshawe College's Institute of Indigenous Learning, ConnectHER, and WSIB to offer the Ezhitoowaad - "They Build It" Program. This program was designed to offer students the ability to learn and develop hands on construction technologies skills while learning in their own community and receiving Fanshawe College recognized micro-credentials. All students went through an 8-week course where they learned how to properly operate saws, drills and other construction tools, while also learning how to plan, budget, and execute a deck build. Employment & Training would like to thank Fanshawe College's Institute of Indigenous Learning for their continued contributions to

Chippewas of the Thames First Nation and helping to build a strong and resilient community. Thank you to our facilitators Brian Malott, Meadow French, Andrea Kennedy, and Terry King of the Institute of the Indigenous Learning for your dedication and knowledge, you all truly helped make the project something special. Thank you to Fanshawe Corporate Training Solutions, WSIB, and ConnectHER for sponsoring this amazing project.



SCAN QR CODE FOR VIDEO





EZHITOOWAAD - "THEY BUILD IT"



CMO JOB FAIR UPDATE

Employment & Training would like to thank everyone who came out to participate and show support for the first CMO Job Fair of 2025! The January 20th CMO Job Fair seen a **total of 45 participants** consisting of Chippewa, Munsee, and Oneida membership as well as some non-nation members. Employment & Training would also like to thank our **17 employment partners** who participated in the event; *Women Building Futures, Pathways Career College, General Dynamics Land Systems Canada, The City of London, St. Thomas Elgin General Hospital, Southern First Nation Secretariat, Chippewa Health Centre, Nokee Kwe, PowerCo. Canada INC, Youth Opportunities Unlimited, Service Canada, ARMO-TOOL/ABUMA Manufacturing, ORIGIN & Honeywell, LiUNA 1059, IUOE Local 793/OET10, and the Local 1946 Carpenters Union.*



ORGANIZED BY CMO EMPLOYMENT & TRAINING



Chippewa Transit Schedule

2025

Morning Run:

Bear Creek Gas Bar

Pick-up—**7:15am**

Chippewa Community Center

Pick-up—**7:30am**

Oneida Community Center

Pick-up—**7:45am**

White Oaks Mall

Pick-up—**8:00am**

Fanshawe College

Pick-up—**8:30am**

N'Amerind

Pick-up—**8:45am**

Westmount Mall

Pick-up—**9:10am**

Oneida Community Center

Drop-off—**9:30am**

Chippewa Community Center

Drop-off—**9:40am**

Bus Fare: \$5.00 (one way)

Afternoon Run:

Bear Creek Gas Bar

Pick-up—**3:45pm**

Chippewa Community Center

Pick-up—**4:00pm**

Oneida Community Center

Pick-up—**4:15pm**

White Oaks Mall

Pick-up—**4:30pm**

Fanshawe College

Pick-up—**5:00pm**

N'Amerind

Pick-up—**5:15pm**

Westmount Mall

Pick-up—**5:30pm**

Oneida Community Center

Drop-off—**5:50pm**

Chippewa Community Center

Drop-off—**6:00pm**

Bus Pass: \$60.00 (per month)

Chippewa Transit follows all Middlesex County bus cancellations

TRANSIT INQUIRIES: 226-386-6545

TRANSPORTATION@COTTFN.COM



Employment & Training Statistics to date:

At Employment & Training we have a great support staff to ensure our clients are looked after. If we are unable to assist, we will do what we can to make sure you get the answers you are looking for.

Since **January 2025** we have assisted over **600** band members.

A breakdown of services offered to date:

- Aboriginal Skills Training ~ 12
- Academic Upgrading ~ 4
- Aboriginal Business Incentive ~ 0
- Skills Enhancement ~ 0
- Aboriginal New Start ~ 1
- Aboriginal Community Development ~ 50
- Job Creation ~ 2
- Service Canada ~ 1
- Resume Building ~ 5
- Computer Use ~ 12
- Print/Fax/Photocopying ~ 14
- OSSD Graduates ~ 4
- Credit Incentive ~ 1
- Other/Inquiry ~ 417
- Job Fair ~ 76
- Open House ~ 58
- Yearly Office Sign-in ~ 672