

The Advisor



Progressive Training College of Business & Health



Students, staff and guests at our Barrie campus at our 20th Anniversary Open House Celebration.

PTC Hosts 20th Anniversary Open House Celebration

All five of our campuses welcomed members of the public to celebrate this milestone with us.

On April 25, 2019, PTC once again opened our doors for our first open house of 2019, and this time we had something extra special to celebrate. 2019 marks our 20th year in operation, so we made sure to turn our open house into a party that students, staff, and guests could enjoy!

Not only did we have great refreshments, we had two amazing prizes to draw for - an Amazon Echo Dot and a \$500 tuition bursary towards a diploma program at PTC. Congratulations to all of our prize winners!



NEW Customer Service for the Cannabis Industry Program!

Find out more on page 5.



20th Anniversary Art Sale Fundraiser Celebration

October 3, 2019
5:30 pm - 9:30 pm
McMichael Canadian Art Collection



Follow us on Facebook!

<https://www.facebook.com/PTCtoday/>

Student Life at PTC!



BE A STAR!
SEND US YOUR PICS!

Hey students - send us your school snaps and be featured in our newsletter and on social media!

Send all images to info@ptcollege.com

Who Are We? Melissa Pounder

Melissa is an Instructor at PTC's Barrie Campus.



Melissa is a new Instructor at our campus in Barrie. She recently moved to Canada! She survived winter, and is really looking forward to summer (if it ever arrives!)

Some fun facts about Melissa:

- Is from England
- Lived and worked in South Korea for six years
- Trekked to the Everest Basecamp last year

Melissa enjoys engaging with students and helping them to achieve their goals. She is happy to be a part of the PTC team!

Want to have a chat with Melissa? Get in touch with her at mpounder@ptcollege.com.

ALERT: Enroll Now for Fall!



Our Personal Support Worker and Business Programs are gearing up for another term!

There are still some spots available!
Please contact us at
info@ptcollege.com or
1-888-711-3271 TODAY for more information.



PTC NOW ACCEPTS INTERNATIONAL STUDENTS TO OUR TORONTO CAMPUSES! GO TO [HTTP://PTCOLLEGE.COM/PROGRAMS/INTERNATIONAL-STUDENTS/](http://ptcollege.com/programs/international-students/) TO LEARN MORE.



Creating Your Functional Resume

By Catherine MacLeod

You're getting ready to head out into the workforce with your new skill sets learned at PTC, but you need to update your resume. Here are some tips to help you make it amazing:

1. Highlight your skills using a functional resume style.

Functional resumes highlight all the skills you have. When you're building your skill sets think about all the jobs you've held in the past and don't forget volunteer positions. Once you've identified the skills, create strong power statements to describe these skills.

- Successfully raised \$3000 for Sick Kids Hospital hosting a skate-a-thon with local hockey stars
- Developed new procedures for taking orders that increased efficiencies for small business
- Responsible for cash handling including creating daily deposits

2. Categorize your Power Statements. Take these power statements and divide them into categories to match your skills such as Administrative Skills, Food Handling Skills, Organizational Skills, etc.

Once you have your statements completed, you may want to combine statements or categories to make 3 – 4 headings (eg. Administrative and Organizational Skills)



3. Place the groups in order of importance for the job you want.

If you want a PSW job, place PSW skills at the top of your resume. If you are after an Accounting job, Accounting goes first. This shows the reviewer, what your priorities are for your job search.

4. Add in your education and additional certifications

Remember to place your most recent education at PTC at the top of your list. Your additional certifications and courses are important as well. You can list this under a second heading of Additional Certifications. This shows that you are willing to learn and have taken courses to develop your skill sets.

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5. Add in your Employment History

List all your employers with your most recent first. You should add your job title, company name city name and dates.

Merchandise Stocker.....2015 - 2018

Joe's Fresh Mart

Etobicoke, Ontario

6. Volunteer experience

If you have volunteer experience, add it in as well. You can gain lots of skills from volunteering. These skills are transferable and important especially if they are relevant to the job you are seeking.

7. Adjust your resume for the Job Posting

Adjust your resume to meet the job you are seeking. Use the key words in the job posting and change some of your power statements. Be sure that every requirement the employer is looking for should be addressed in your resume or cover letter.

8. Design your resume

Create a pleasant resume that is on one page if possible and is neat, tidy and error free. Make your header clear and include all your contact information. You

can use this same header on your cover letter to create a cohesive look.

Want to have a chat with Catherine? Get in touch with her at cmacleod@ptcollege.com.

Customer Service for the Cannabis Industry

This college diploma program, developed by PTC, is the first of its kind at a Private Career College in Ontario. It was created to address the job boom in the cannabis sector brought on by legalization, specifically for customer service positions.



This innovative program is offered in-class at our North York campus in Toronto, and is 18-weeks long at four hours per day from Monday-Friday. The program takes a practical approach to preparing students to work in a customer-focused role, while providing them with the knowledge they need to excel in the newly-legalized cannabis sector. Module topics include

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inventory control, The Cannabis Act and its impact in the retail industry, packaging, labeling, tracking and licensing, legalization and regulation; prohibitions on promotions, adult possession, driving and traveling.

Graham Mailhot, instructor at PTC and co-developer of the program says "As Canada becomes the first G7 country to legalize recreational cannabis nationwide, it is important to have a well-trained and qualified retail labour force to meet the needs of this new industry. At Progressive Training College, the goal of a Customer Service diploma with a focus on the Cannabis Industry is to provide this industry's retail workforce with the necessary skills to offer consumers the highest level of satisfaction while balancing health, safety and government regulations."

Enrolments for our September class are now open! PTC will be hosting an Information Night for this program on Thursday, June 6, 2019 from 6pm-8pm at our North York Campus. Visit <https://ptcollege.com/locations/toronto/> for location information. If you enrol on Information Night, you will be entered for your chance to win a \$500 tuition bursary! Terms and conditions apply.

Want more information on the Customer Service for the Cannabis Industry program? Get in touch with Sarah at ssloan@ptcollege.com

Save the date!

Join us at the McMichael Canadian Art Collection in Vaughan on October 3, 2019 from 5:30 - 9:30 pm for our Art Sale Fundraiser Event! We'll be celebrating PTC's 20th Anniversary, while raising money for an incredible local business.

Cristina's Tortina Shop was started by Mary Iusso to honour her daughter Cristina, who has down syndrome. Cristina's Tortina Shop creates delicious baked goods and aims to showcase capabilities by providing equal employment opportunities for people with down syndrome. Learn more about them at www.cristinastortinashop.com



Cristina's Tortina Shop
— SHOWCASING CAPABILITIES —

We are looking for visual artists to participate in our fundraising event! If you are a visual artist working in painting, photography, printmaking, or drawing, and are interested in supporting this incredible initiative, please e-mail us at info@ptcollege.com for more information. **Application deadline is June 25, 2019.**

Hey PTC Students
Contribute to our quarterly newsletter!

The Advisor
By Progressive Training College of Business & Health

Our community wants to hear from you! You can:

- Write an article on a topic you are knowledgeable about
- Tell your life story
- Share some fun photos (everyone loves to see childhood pics!)

Submit by e-mail to info@ptcollege.com

BECOME A PERSONAL SUPPORT WORKER IN THUNDER BAY WITH ST. JOSEPH'S CARE GROUP

In partnership with St. Joseph's Care Group, PTC is offering you the opportunity to get:

- \$3000 tuition grant and a \$1000 loan (\$4000 total) from St. Joseph's Care Group
- 13 weeks of in-class & 10 weeks of job placement
- Employment upon graduation!*

***Contact Kathie Winkworth at (807) 622-6070 or at kwinkworth@ptcollege.com**

