

CAN – CAREER ACCESS FOR NEWCOMERS

Workshops	Topic	Description
Day 1	Labour Market Information 10 am – 1 pm 219 Argyle Ave, 3 rd floor	<ul style="list-style-type: none"> • Job search methods • Recognizing and describing skills and career accomplishments • Realizing how skills can be transferred to the Canadian workplace • Labour market research tools • Guided labour market research
Day 2	Targeted Résumé & Cover Letter 10 am – 1 pm 219 Argyle Ave, 3 rd floor	<ul style="list-style-type: none"> • Understanding job postings • Writing a targeted résumé • Writing skill statements and task statements for your résumé • Writing a targeted cover letter • How qualifications are assessed by employers
Day 3	Networking 10 am – 1 pm 219 Argyle Ave, 3 rd floor	<ul style="list-style-type: none"> • Why, how, and where to network • The professional introduction • Networking tools • Cold calling • Information interviews • Social networking • Volunteering
Day 4	Interview Preparation 10 am – 1 pm 219 Argyle Ave, 3 rd floor	<ul style="list-style-type: none"> • Types of interviews • Common interview questions • Answering interview questions about specific qualifications • SAR (Situation, Action, Result) answering strategy for behavioral interview questions • Interview best practices
Day 5	Mock Interview (by appointment) 219 Argyle Ave, 3 rd floor	<ul style="list-style-type: none"> • Recorded job interview simulation
Day 6	Post-workshop 1:1 Employment Counselling (by appointment) 219 Argyle Ave, 3 rd floor	<ul style="list-style-type: none"> • Discussion of job search plan • Employment counselling service overview • Referrals to other services, such as World Skills' Interview Clinic, World Skills' Résumé Clinic, Ottawa Job Match Network, and OCISO Mentorship Program • Feedback on résumé and cover letter