

JSW Module I: Occupation Blueprint (14 hours)

Give us 14 hours and we will give you... more confidence and understanding of your occupation in Canada. After this program, you will know what skills and qualifications companies want and where the jobs are. You will have a list of companies and other important organizations to contact.

Schedule	Group Session	Assignments
Day 1 <i>What is my experience and how can I help a Canadian Company?</i> 3.5 hours	<ul style="list-style-type: none"> - What do Canadian companies want? - My professional accomplishments 	<ul style="list-style-type: none"> - Finish writing accomplishments
Day 2 <i>Can I do this job where I live?</i> 3.5 hours	<ul style="list-style-type: none"> - Understanding job postings - Understanding my job in a Canadian context - What companies are located in my city? 	<ul style="list-style-type: none"> - Finish research and fill out form "Making the Connection"
Day 3 <i>Who do I need to meet?</i> 3.5 hours	<ul style="list-style-type: none"> - Creating a 30-second commercial - Information interviews - Social media - Building my network 	<ul style="list-style-type: none"> - Continue developing network using social media - Brainstorm list of known contacts (and list on tracker) - Continue with occupation research (if not finished)
Day 4 <i>Getting ready to job search</i> 3.5 hours	<ul style="list-style-type: none"> - Resume Formats - Connecting research to my resume - References and recommendations - Community resources 	<ul style="list-style-type: none"> - Review online JSW resources - Make appointment with facilitator - Complete all unfinished work, with help from facilitator if you need it
Post-Workshop <i>1:1 coaching (by appointment)</i>	<ul style="list-style-type: none"> - Review my research - Discuss my occupation decisions and goals - Discuss barriers to my success and suggestions to overcome barriers - Discuss who I need to meet (networking as part of "next steps") 	<ul style="list-style-type: none"> - Start action plan - Complete all unfinished work
Follow-Up	<i>(3 months)</i> <ul style="list-style-type: none"> - Review action plans; assist with job search needs; refer to additional intervention(s) if needed 	
<p>At the end of this workshop, you will be able to:</p> <ul style="list-style-type: none"> - Understand the Canadian company perspective of employment (what they want); - Find and list the skills, education, salary, and requirements of a Canadian occupation (by job title); - List and describe your own work history, within a Canadian context; - List and describe your skills and accomplishments; - Match and analyze your professional skills to a minimum of one Canadian occupation; - Create a list of networking contacts; and - Plan the next step(s) in your own job search process 		

JSW Module II: Job Search (16 hours)

Give us 16 hours and we will give you...more confidence and understanding of how to job search in Canada using a variety of methods and strategies. You will understand what a Canadian company wants when they recruit and hire people and you will learn strategies to contact companies directly!

Schedule	Group Session	Assignments
Day 1 <i>Recruiting from the company perspective</i> 4 hours	<ul style="list-style-type: none"> - How companies recruit - Job search methods - Cold calling for a job - Social media for a job - Advertised jobs 	<ul style="list-style-type: none"> - Locate one job posting or company you are interested in to apply; bring it to the next session - Build your network
Day 2 <i>How resume "readers" read and select resumes</i> 4 hours	<ul style="list-style-type: none"> - Understanding the resume <i>reader</i> - Write a "targeted" resume and cover letter 	<ul style="list-style-type: none"> - Work on your targeted resume and cover letter
Day 3 <i>Interviewing</i> 4 hours	<ul style="list-style-type: none"> - What companies want - Types of interviews - Common Interview Questions - Mock Interview Practice 	<ul style="list-style-type: none"> - Practice job interview questions - Continue working on your targeted resume and cover letter
Day 4 <i>Interviewing (continued)</i> 4 hours	<ul style="list-style-type: none"> - Preparing for job interviews - Behavioural questions - Mock Interview Practice 	<ul style="list-style-type: none"> - Practice job interview questions - Work on your job search plan and put it into action
Post-Workshop	1:1 coaching (by appointment) and Follow-Up (3 months) <ul style="list-style-type: none"> - Assist client to complete the targeted resume/cover letter for one job posting - Complete client's job search action plan; assist with strategies, next steps, and/or make referral to another suitable intervention 	
<p>At the end of this workshop, you will be able to:</p> <ul style="list-style-type: none"> - Understand the Canadian company perspective of recruiting, hiring, resume selection and interviewing; - Learn strategies to "cold" call a company; - Locate advertised job postings from a variety of sources; - Write a "targeted" resume/cover letter that communicates your skills/experience; - Apply for a job using a targeted resume/cover letter; - Understand interviewing techniques and practice answers to common interview questions; and - Plan the next step(s) in your own job search process 		