

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

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