## CAN – CAREER ACCESS FOR NEWCOMERS

<table>
<thead>
<tr>
<th>Workshops</th>
<th>Topic</th>
<th>Description</th>
</tr>
</thead>
</table>
| Day 1     | Labour Market Information | 10 am – 1 pm  
219 Argyle Ave, 3rd floor  
- 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, 3rd floor  
- 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, 3rd floor  
- 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, 3rd floor  
- 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, 3rd floor  
- Recorded job interview simulation |
| Day 6     | Post-workshop  
1:1 Employment Counselling  
(by appointment) | 219 Argyle Ave, 3rd floor  
- 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 |