



## Career Access for Newcomers (CAN) Funded by United Way Ottawa

Topic	Description
<b>Labour Market Information</b> 10 am – 12 pm Online	<ul style="list-style-type: none"> <li>• Job search methods</li> <li>• Recognizing and describing skills and career accomplishments</li> <li>• How skills can be transferred to the Canadian workplace</li> <li>• Labour market research tools</li> <li>• Guided labour market research</li> </ul>
<b>Networking</b> 10 am – 12 pm Online	<ul style="list-style-type: none"> <li>• Why, how, and where to network</li> <li>• The professional introduction</li> <li>• Networking tools</li> <li>• Cold calling</li> <li>• Information interviews</li> <li>• Social networking</li> <li>• Volunteering</li> </ul>
<b>Targeted Résumé &amp; Cover Letter</b> 10 am – 12 pm Online	<ul style="list-style-type: none"> <li>• Understanding job postings</li> <li>• Writing a targeted résumé</li> <li>• Writing skill statements and task statements for your résumé</li> <li>• Writing a targeted cover letter</li> <li>• How qualifications are assessed by employers</li> </ul>
<b>Interview Preparation</b> 10 am – 12 pm Online	<ul style="list-style-type: none"> <li>• Types of interviews</li> <li>• Common interview questions</li> <li>• Answering interview questions about specific qualifications</li> <li>• Behavioural interview questions and the S.T.A.R. answering strategy</li> <li>• Hypothetical interview questions</li> <li>• Interview best practices</li> </ul>
<b>Post-Workshop 1:1 Employment Counselling</b> Online by appointment	<ul style="list-style-type: none"> <li>• Discussion of job search plan</li> <li>• Employment counselling service overview</li> <li>• Referrals to other services</li> <li>• Feedback on résumé and cover letter</li> </ul>