

Task-based Activity Cover Sheet

Task Title: Employment Goal Tracker – Task Set 4

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes___ No___	
Goal Path: Employment ✓ Apprenticeship___ Secondary School___ Post Secondary ___ Independence___	
Task Description: Companion Task Set to the Employment Goal Tracker – Section 4	
Competency: A: Find and Use Information C: Understand and Use Numbers	Task Group(s): A1: Read continuous text A2: Interpret documents C2: Manage time
Level Indicators: A1.2: Read texts to locate and connect ideas and information A2.2: Interpret simple documents to locate and connect information C2.1: Measure time and make simple comparisons and calculations	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none"> • Employment Goal Tracker as a companion piece to the task sets: • http://abea.on.ca/Files/EmploymentGoalTracker-Hardcopy.pdf • http://abea.on.ca/Files/EmploymentGoalTracker-Digital.pdf • Pencil and paper, if not completing on computer 	

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The Employment Goal Tracker helps learners to track their progress towards their employment goal. The fourth section is “Preparing for Employment”. Individuals prepare for employment by looking at Employment Services they can use in their region. Look at Section 4 of the Employment Goal Tracker.

Learner Information and Tasks:

Task 1: John is finding job searching difficult and is feeling really negative about the process. Look at the Workshop Descriptions. What workshop should John take?

Task 2: Sasha has been job searching and wants to apply for waitressing jobs. She needs to take the Smart Serve Workshop. Look at the Workshop Calendar. When does the Smart Serve Workshop run?

Task 3: Abdul is worried about applying for a job and then not doing well on the interview. Look at the Workshop Descriptions. What in-depth analysis is included in the “Interview” workshop?

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Workshop Descriptions

<p>CAREER DECISION MAKING</p> <p>Is the process of career decision making a mystery to you? Do you feel overwhelmed and lost with where to start? Then this is the workshop for you!</p> <p>Come prepared to solve the mystery of career decision making by learning the steps involved in choosing a career and by completing online tools to help identify realistic options.</p> <p>Participants will gain the support and resources needed to start making informed decisions regarding career opportunities.</p>	<p>INTERVIEW</p> <p>Our one of a kind interview workshop provides participants with a comprehensive understanding of the most feared component in job searching – the interview!</p> <p>Participants are guided through the interview process, exploring what to do <i>before</i> the interview, what to do <i>at</i> the interview, and what to do <i>after</i> the interview.</p> <p>The Interview includes in-depth analysis of different types of interviews and interview questions, including a <i>how-to</i> answer the “tough 10” interview questions.</p>
<p>JOB SEARCH</p> <p>If you have been job searching without success it is time to consider a different approach.</p> <p>Our successful job search workshop will identify various job search techniques that really do work. Concrete tips on how to identify what the employer needs and how to market your self to meet this need will be discussed. Learn where and how to look for jobs that may or may not be advertised.</p> <p>Participants will also learn tools on how to plan and manage your time resulting in an effective job search.</p>	<p>WAYS2WORK ORIENTATION</p> <p>Aimed at helping young people in our community, ways2work provides the opportunity to gain the skills and confidence needed to be successful in the workplace. Participants gain valuable credentials, references, on-site work experience, and get paid for their time in the program.</p> <p>Ways2work is a dynamic 6 week pre-employment and life skills training program, followed by a 350 hour work placement. Participants should be between 15-30 years of age, not working or in school.</p> <p>Seats in this popular program are limited; find out all of the important details by attending an orientation.</p>

<p>JOB FINDING CLUB</p> <p>Are you finding it challenging to stay motivated and positive with your job search?</p> <p>Designed to tackle this challenge, the 2nd Chance Job Finding Club brings job seekers together in a comfortable, supportive environment to share job search tips, successes and difficulties.</p> <p>Participants will learn how to identify their skills and values, build a personalized networking list and practice using social media and technology to enhance the job search.</p> <p>The group meets once a week for 4 weeks and we are confident that once you get started you won't want it to end!</p>	<p>2nd CAREER INFORMATION SESSION</p> <p>If you have you been laid off on or after January 1, 2005 and are considering going back to school attend this session to receive an overview the financial support offered through the 2nd Career program.</p> <p>Participants will gain critical information regarding eligibility and suitability for the program, how to research new career choices, how to identify eligible training programs and explore funding guidelines and financial feasibility.</p> <p>A follow up appointment with an experienced 2nd Chance staff will be offered to continue the discussion regarding Second Career and next steps.</p>
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(Descriptions from 2nd Chance Employment Services)

Employment Services Workshop Calendar

April 2016				
Monday	Tuesday	Wednesday	Thursday	Friday
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4	5 Youth Info Session 10 - 11	6 Job Finding Club 9:30 – 11:30	7 Career Decision Making Workshop 9:30 – 11:30	8
11	12 Youth Info Session 10 - 11	13 Job Finding Club 9:30 – 11:30	14 Interview Skills Workshop 9:30 – 12 Second Career Information Session 2 - 4	15 Smart Serve Workshop 9:30 – 3:30 (Bring photo ID and lunch/snacks)
18	19 Youth Info Session 10 - 11 Personality Dimensions 1 - 4	20 Job Finding Club 9:30 – 11:30 Career Decision Making Workshop 4 - 6	21 Job Search Skills Workshop 10 - 12 Interview Skills Workshop 1 - 3	22
25	26 Youth Info Session 10 - 11	27 Job Finding Club 9:30 – 11:30	28	29

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Answer Key

Task 1: John is finding job searching difficult and is feeling really negative about the process. Look at the Workshop Descriptions. What workshop should John take?

John should attend the Job Finding Club.

Task 2: Sasha has been job searching and wants to apply for waitressing jobs. She needs to take the Smart Serve Workshop. Look at the Workshop Calendar. When does the Smart Serve Workshop run?

The Smart Serve Workshop runs on Saturday from 9:30 – 3:30

Task 3: Abdul is worried about applying for a job and then not doing well on the interview. Look at the Workshop Descriptions. What in-depth analysis is included in the “Interview” workshop?

It includes in-depth analysis of different types of interviews and interview questions

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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	<ul style="list-style-type: none"> scans text to locate information 			
	<ul style="list-style-type: none"> locates multiple pieces of information in simple texts 			
	<ul style="list-style-type: none"> makes low-level inferences 			
A2.2	<ul style="list-style-type: none"> performs limited searches using one or two search criteria 			
	<ul style="list-style-type: none"> extracts information in simple graphs and maps 			
	<ul style="list-style-type: none"> uses layout to locate information 			
	<ul style="list-style-type: none"> makes low-level inferences 			
C2.1	<ul style="list-style-type: none"> represents dates and times using standard conventions 			

This task: was successfully completed ___ needs to be tried again ___

Learner Comments

Instructor (print)

Learner Signature