



Practitioner submitted task: Prepared for the Project, Teaching to Fish (Build Tasks) Integrating OALCF Task Development within Ontario's Literacy Programs (2014)

OALCF Task Cover Sheet

Task Title: Employment Workshop Calendar

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment <input checked="" type="checkbox"/> Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence ___	
Task Description: In this task, a learner is asked to respond to questions relating to a workshop calendar from an Employment Services agency/organization.	
Competency: A: Find and Use Information B: Communicate Ideas and Information	Task Group(s): A1: Read continuous text A2: Interpret documents B2: Write continuous text
Level Indicators: A1.1: Read brief texts to locate specific details A1.2: Read texts to locate and connect ideas and information A1.3: Read longer texts to connect, evaluate and integrate ideas and information A2.2: Interpret simple documents to locate and connect information B2.1: Write brief texts to convey simple ideas and factual information	
Performance Descriptors: see chart on the last page	
Materials Required: <ul style="list-style-type: none">• Workshop Calendar• Task Sheet• Pen	



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Task Title: Employment Workshop Calendar

In this task, you are being asked to respond to questions relating to the Career Solutions' monthly calendar of Free Workshops. Use the calendar to complete the following tasks.

Learner Information and Tasks:

Task 1: Circle the month and year on the calendar.

Task 2: What dates are the resume writing workshops offered?

Task 3: List two of the two-part workshops.

Task 4: What employment-related topics are two full-day workshops?

Task 5: Which two-part workshop promotes finding a job that reflects your personal interests?

Monday	Tuesday	Wednesday	Thursday	Friday
February 2014				
career solutions 3 Resume Writing 9:30 - 12:00 Cover Letters That Work 1:00 - 3:30	4 Hidden Job Market 9:30 - 12:00 Hidden Job Market LinkedIn 1:00 - 3:30	5 Do What You Are Part 1 9:30 - 12:00 Do What You Are Part 2 1:00 - 3:30	6 Labour Market Part 1 9:30 - 12:00 Labour Market Part 2 1:00 - 3:30	7 Skills Inventory 1:00 PM
10 Career Decision Making Day 1 9:30 - 3:30	11 Career Decision Making Day 2 9:30 - 3:30	12 Interviewing Day 1 of 2 9:30 - 3:30	13 Interviewing Day 2 of 2 9:30 - 3:30	14 GIS Info Session 9:30 - 11:30 Georgian College & Learning Centre Info Session 1:00 PM
17 Closed for Family Day 	18 Do What You Are Part 1 9:30 - 12:00 Labour Market Part 1 1:00 - 3:30	19 Do What You Are Part 2 9:30 - 12:00 Labour Market Part 2 1:00 - 3:30	20 Do What You Are Part 2 9:30 - 12:00 Labour Market Part 2 1:00 - 3:30	21 Empower Your Future Ontario Works 10:30 AM Service Canada Info Session 1:30 PM
24 Resume Writing 9:30 - 12:00 Self-Esteem & the Job Search Part 1 1:00 - 3:30	25 Cover Letters That Work 9:30 - 12:00 Self-Esteem & the Job Search Part 2 1:00 - 3:30	26 Career Decision Making Day 1 9:30 - 3:30	27 Career Decision Making Day 2 9:30 - 3:30	28



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You begin here:

GIS – Starting Points

Don't know where to begin or interested in learning more about government funded programs? This general information session will give you an idea of where to start. The 7 steps to job search success will be our guide as we review what is needed in today's competitive job market as well as the programs that could be available to assist you.

Are you considering re-training, self-employment or not sure what type of work you are interested in?

2 – Day Career Decision Making

- ✓ Designed for clients who are exploring career options and possibly considering re-training
- ✓ Several assessment tools are used to assist you in determining the best fit for your needs

Do What You Are – Part 1 & Part 2 (*We advise that you should take Career Decision Making prior)

- ✓ Understand your strengths and what makes you unique
- ✓ Learn about your "TYPE" and what occupations and fields are the best fit for you
- ✓ Explore assertive communication in job search and interviewing that impact your chances for being hired

Labour Market – Part 1 & 2

- ✓ Find the information you need to make decisions that will affect your job search, career exploration and help to complete training plans
- ✓ Use resources such as the internet, published articles, newspapers and reports to do your research

Are you job searching and know the type of work you want?

Cover Letters that Work

- ✓ Use words that serve as your voice and communicate your style
- ✓ Learn techniques for writing concise, effective letters that entice employers to call you for an interview

Resume Writing

- ✓ Resume styles to best demonstrate your skills to create your professionally targeted resume to get you the interview

Interviewing for Success – 2 Days

- ✓ Learn about the different types of interviews and preparation strategies
- ✓ Discover techniques employers use to find out more about you and how to read and use your body language to your advantage!
- ✓ Respond effectively to standard and behavioural interviewing questions

Discover the Hidden Job Market

- ✓ Receive the inside scoop on job openings
- ✓ Get the information about occupations from credible sources by performing **Information Interviews** and using **Social Media** to assist you with your job search efforts
- ✓ Become effective at networking by creating your own style to suit your personality

Self-Esteem & the Job Search - Part 1 & Part 2

- ✓ Jack Canfield, author of the Chicken Soup books: This inspiring workshop employs a combination of video viewing, group interaction, and written self-exploration. Find encouragement to take charge of your job search, build a strong support, system, and connect with the people and resources that can help you make the employment changes that are right for you and your life.

Stress Management During Employment Transitions

- ✓ Current information and practical advice to help you understand job search transition stressors, their emotional and physical consequences, and positive coping mechanisms
- ✓ Presented in a fun and relaxing manner, this workshop provides you with tools you can use to feel empowered to face the challenges of employment transitions

Staying Employed in Turbulent Times

- ✓ Learn what skills employers have identified as most important to them
- ✓ Discover the critical skills you need to enter, stay in and progress in the workplace – whether you are self-employed or working for others

Skills Inventory

- ✓ Basic skills assessment for academic skills, life skills and workplace essential skills



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Answer Key

Task 1: Circle the month and year for the free workshops at Career Solutions.

Circle **February 2014**

Task 2: What dates are the resume writing workshops offered?

Feb. 3 and Feb. 24

Task 3: List two of the two-part workshops.

Do What You Are
Labour Market
Self-Esteem and the Job Search

Task 4: What employment-related topics are **two full**-day workshops?

Career Decision Making (twice)
Interviewing

Task 5: Which two-part workshop promotes finding a job that reflects your personal interests?

Do What You Are



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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A1.1	<ul style="list-style-type: none"> reads short texts to locate a single piece of information 			
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"> reads more complex texts to locate a single piece of information 			
A1.3	<ul style="list-style-type: none"> infers meaning which is not explicit in texts 			
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 from tables and forms 			
	<ul style="list-style-type: none"> locates information in simple graphs and maps 			
	<ul style="list-style-type: none"> uses layout to locate information 			
B2.1	<ul style="list-style-type: none"> addresses concrete, day-to-day topics 			

This task: was successfully completed____ needs to be tried again____

Learner Comments

Instructor (print)

Learner Signature