

MANAGEMENT SKILLS 40S Pre-Employment Orientation Outcomes

PRESCRIBED LEARNING OUTCOMES	INSTRUCTIONAL STRATEGIES	ASSESSMENT (Completion of assignments)	LEARNING RESOURCES
<p>MODULE A: <u>SELF-AWARENESS</u> Demonstrates appreciation for personal strengths, experience, ability, and interests. Demonstrates awareness of Career Internship as a means of accessing primary source (community industry) information</p>	<p>Uses self-assessment inventories, dialogue with peers, research and reflections on first hand experience to develop an autobiographical statement that describes personal career goals in terms of the “Career Wheel”.</p>	<p>Orientation: Course Purpose Career related terms and definitions Career Cruising (Inventory, Occupations) Personal Type (Keirsey) Autobiographical Note</p>	<p>Internet sites: www.mb.workinfonet.ca www.careercruising.com www.awal.ca University/ College/ Trade connection</p>
<p>MODULE B: <u>PERSONAL MANAGEMENT</u> Demonstrates ability to approach career planning in an organized and systematic manner.</p>	<p>Identifies and organizes resources and barriers (e.g. time, transportation, information etc) required to complete an internship.</p>	<p>Student’s Weekly Reports Summary (Spread Sheet) Calendar</p>	<p>School Event Calendar School Time Table Schedule Student’s Personal Schedule Workplace Schedule</p>
<p>MODULE C: <u>SPONSOR SEARCH</u> Approaches career development by: Conducting research on occupations Conducting interviews with employers Completing a training agreement Participating in on-site tasks as agreed. Develops confidence in one’s own ability to contribute positively and constructively to society.</p>	<p>Gathers occupation related information through research and contact (telephone and personal interviews) with local employers. Informs employer of personal abilities and interests. Secures internship placement.</p>	<p>Connects Career with personal attributes Occupational Profile Employment Application Forms Cover Letter/ Objective statement Resume Information Interview/ Site Profile Confirmation Interview Training Agreement Training Plan/ Activity updates</p>	<p>Videos: Thank You For Calling... Job Search Success System Informational Interviewing Telephone book/Yellow Pages National Occupational Codes Resume Pro. (CD)</p>
<p>MODULE D: <u>OCCUPATIONAL HEALTH</u> Demonstrates knowledge of rights and responsibilities related to site specific as well as general occupational Health and Safety.</p>	<p>Completes Safety 101 on-line Participates in SAFE Practicum Documents OH&S experience in portfolio. Participates in training exercises provided by the workplace.</p>	<p>Site Hazard Id. Accident Report (Case Study) First Aid Certification SAFE work program</p>	<p>Safe Work (Video & Curric) Safety & The Human Factor (Video) <u>Ergonomics</u> (CAW/TCA) SWOT Resource Book</p>
<p>MODULE E: <u>PORTFOLIOS</u> Demonstrates ability to communicate skills, abilities, and interests in an organized and professional format.</p>	<p>Completes internship according to training plan; time, and personal desires. Identifies and records learning outcomes (academic, personal management and teamwork) in the form of skill statements.</p>	<p>Learning Career Portfolio development and presentation.</p>	<p>Portfolios CTS (video) Conference Board of Canada RRC (Prior Learning Assessment) Employability Skills (St. James)</p>
<p>MODULE F: <u>CELEBRATION</u> Demonstrates awareness of and appreciation for the community sponsor’s role in training.</p>	<p>Invites sponsor, participates in organizing an event to recognize employer/ sponsor involvement, presents sponsor with certificate.</p>	<p>Employer/ Sponsor Appreciation Participation</p>	