



Access to Employability

Course Outline



Access to Employment

Title of Module: Access to Employment	Duration: 15 hours	Difficulty : 1 – 2- 3
<p>Session Objectives: Trainees should demonstrate the following post module:</p> <ul style="list-style-type: none"> - An appreciation for continuing education after securing employment; - An improvement in critical thinking skills in sending and receiving messages; -An understanding of appropriate interview conduct; - An understanding of the job search process (resume-interview- employment); - An ability to successfully apply to an open position using an application or pre-written resume/cv; - An ability to use a range of technological & organizational skills for employment purposes; - Successfully gather and present personal information (portfolio) in a professional manner; - An ability to employ listening and responding skills adapted to different communication contexts and illustrate tolerance and understanding in doing so; 		

Elements to be Addressed:	Topics
<p>Introduction: Introducing the Module</p> <ul style="list-style-type: none"> - Pre-Test - Pre-module discussion of personal objectives, needs, and expectations 	<ul style="list-style-type: none"> - Lecture: Trainer, Module, & Pre-test introduction -Application: Pre-test of module knowledge
<p>Lecture Topic 1: <i>Resume Writing</i></p> <ul style="list-style-type: none"> -Purpose of writing a resume and cover letter -Elements of a successful resume -Types of resumes -Adapting resumes to different types of occupations -How to write a winning resume and cover letter -Resume and cover letter formatting 	<ul style="list-style-type: none"> - Lecture: Resume vs. CV & cover letter (what is the purpose of the documents and what components make these successful) - Video 1: Write an incredible resume: 5 golden rules (in 2021) - Video 2: How to write a CV with no experience (kick start your career) - Discussion: videos + lecture how can we use this information to create our own CV/Resume - Application 1: Samples of resume and cover letter as a case (what is wrong and what is right and what can we change about these to improve upon them) Individual work - Group Analysis: Group discussion on CV samples - Application 2: Templates of various formats (x3) for students to use during application to create their own CV and then to share these with the group for feedback and reflection and possible adjustments/edits

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<p>Topic 2: Lecture Topic 2 Interviewing Skills Preparing for an interview</p> <ul style="list-style-type: none"> - Types of interviews (face to face, phone, video etc.) - General interview tests and how to prepare for them - Conducting research on the target company - Dealing with nerves - Anticipating key questions - Interview etiquette and techniques - Practicing sample questions and answers - Following up on your application after an interview - Conducting mock interviews as forms of practice 	<ul style="list-style-type: none"> - Lecture 1: What to do before, during, and after the interview - Video 3: Smart Answers to Tricky Questions in a Job Interview - Skillopedia - Job Interview Skills -Video 4: 7 Tricky Interview Questions & Answers! (PASS Guaranteed!) - Discussion 1: Video topic & Lecture - Lecture 2: Etiquette & Physical Appearance - Video 5: Top Interview Tips - Discussion 2: Etiquette & Physical Appearance and how culture may change the perspective of the interviewee and interviewer -Video 6: 5 Things you need to ace the interview - Group Work (Break out Teams): Using prepared set of questions and answers each group prepares for an interview switching roles as interviewer and interviewee - Presentation of Group Work
<p>Lecture Topic 3: <i>Job Hunting</i></p> <ul style="list-style-type: none"> -Identifying career goals - How to look for jobs (Online websites, job fairs, LinkedIn profile etc.) - Best job finding platforms - How to grow your network - Fitting the job search into your schedule 	<p>Lecture & Discussion 1: Job hunting in a pandemic and financial crisis (motivation and networking and why these are essential)</p> <ul style="list-style-type: none"> -Video 7 Top 5 Job search Strategies to find a job in 2021 -Video 8: Effective strategies to job hunt like a pro - PPT: Tips and Tricks with Do's and Don'ts - Discussion 2: PPT topic and culture and the job hunt - Video 9: Using social m in the job search - Discussion 3: Social Media and the Job hunt

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<ul style="list-style-type: none"> - Staying focused and motivated - Real life job search advice <p>Conclusion: Concluding the Module Post-Test -Reflection/discussion of whether or not personal objectives, needs, and expectations were met or exceeded and how such a module can be applied in everyday life. - Exchange of contact information between participants and trainer as 1st real application of networking and the job hunt.</p>	<ul style="list-style-type: none"> - Video 10: Social media clean up -Video 11: Do's and Don't of Social Media - Application 1: Job hunting worksheet for various job positions and levels <p>Introduction to the post test and diffusion of worries that this is not a typical assessment. - Reflection of what was learned, what wasn't, and what the group feels that they would like to know more about or expand on if an opportunity arose for another workshop on a similar topic.</p>
Total Number of Hours	15 Hours

Materials Needed:	Learning Activities:
<p>LCD Projector (If physical presence) Laptops or desktops for students (optional- can be replaced with paper and pens for notes if physically present) Worksheet & Case printouts Pre-Test and Post-Test printouts</p>	<p>Sample/case study resume + discussion on issues with the samples Resume template: Write your own resume Worksheet: Job hunting worksheet Group interview skills practice Reflect on employment process Presentation of Group work</p>
Assessments:	
Pre-Test & Post-Test	
Video Links:	

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- Video 1: <https://www.youtube.com/watch?v=Tt08KmFfiYQ>
Video 2: https://www.youtube.com/watch?v=uG_LKVJjuAc
Video 3: <https://www.youtube.com/watch?v=ig4CnYAVY5U>
Video 4: <https://www.youtube.com/watch?v=4ljm5VtFFO4>
Video 5: <https://www.youtube.com/watch?v=4spQjM4F7KQ>
Video 6: <https://www.youtube.com/watch?v=QkPRpz56aEg>
Video 7: <https://www.youtube.com/watch?v=r3yiGbnPYFI>
Video 8: <https://www.youtube.com/watch?v=QkeT7MBr1nM>
Video 9: <https://www.youtube.com/watch?v=aLBBWJTd2H0>
Video 10: <https://www.youtube.com/watch?v=08M4I1vIm2o>
Video 11: <https://www.youtube.com/watch?v=lWcQax3knAE>