



PROGRAM SYLLABUS

1. INTRODUCTION AND PREVIEW OF UPCOMING 8 WEEKS: 3 hours

In this session, you will begin the process of getting to know your fellow group members. We will review the curriculum and we will establish the "Rules of the Road" that will smooth out the speed bumps for your upcoming journey. You will discuss and record your expectations regarding the Owl Project. The aim for this first morning is to orientate you to your new surroundings for the next 8 weeks and to give you an opportunity to freely interact with the group in an environment of openness and trust.

2. PARADIGM SHIFTS IN THE WORKPLACE: 3 hours

This session examines the eight most important paradigm shifts that have evolved within the last 20 years and how these changes impact the new culture of work. It explores the recent change in attitudes and expectations in today's workplace. This preparation will be very valuable as you transition into the current labour force.

3. MY REALISTIC OCCUPATIONAL GOALS - 9 hours

One of the most important goals of your participation in the OWL Project is to establish your occupational goals. This module gives you an opportunity for self-exploration. You are encouraged to identify and prioritize your strong transferable skills. This will form the foundation for the type of job you will focus on when conducting your job search. This session develops focus on many important issues you need to address so you can give clarity to your direction- values, interests, motivation etc. When you complete this module you will be much better prepared to move forward with realistic expectations.

4. ATTITUDES TOWARD AGING: 3 hours

This session is designed to help you overcome the barriers associated with aging and employment. The relationship between self-esteem, confidence, self worth and work are explored. Concepts of the Age Advantage program are introduced to the group to create awareness of the many attributes and advantages mature workers possess.

5. FIT FOR LIFE/FIT FOR WORK: 3 hours

This module is presented by a licensed chiropractor and is designed to give you information on how to live a healthy life now and in the future. Five strategies to healthy living will be covered in addition to proper ergonomics (workplace set-up); proper lifting techniques a program that can give you the start you may need to begin an exercise program. This session is very interactive and will give you the tools you need to be Fit for Life and Fit for Work.

6. INTRODUCTION TO COMPUTERS: 3 hours

This session will explore the basic hardware components of a computer as well as the common computer terminology required in today's world.

7. PERSONALITY DIMENSIONS: 6 hours

This workshop identifies four temperaments and how each influences employment. You will identify your personality traits and values leading to a better understanding of yourself as a worker and a team player.

8. The Joy of JOURNALING: 3 hours

Also referred to as "Benefit Writing", this session will assist you in documenting your journey toward employment as well as life's road.

9. WORKPLACE HAZARDOUS MATERIAL INFORMATION SYSTEM (WHMIS): 3 hours

This session is designed to explore various health hazards, appropriate symbols and categories of toxic chemicals and how to handle and store them properly in the workplace. Emphasis is placed on public and employment related regulations and ordinances, enhancing your awareness of toxic chemicals and what to do in case of emergency. A certificate is provided upon completion.

10. PORTFOLIO DEVELOPMENT: 36 hours

This module requires reflection and analysis. The very act of portfolio development brings clarity to your career direction. It is a process that will help you identify, organize and describe your past learning accomplishments illustrating the link between home, school and community. This can result in increased self-esteem and can be used as a platform for career change decision making. Keeping track of where you have already been will help you get to where you are going next!

11. JOB SEARCH: 36 hours

This is where all the work of the previous weeks comes together. You are introduced to a full week of intensive job search techniques including resume and cover letter writing, job card preparation and marketing strategy. You will be introduced to commonly used interview questions including behavioural questions. At the end of this module, you will be a prepared and confident job seeker.

12. ACE THE INTERVIEW: 18 hours

This module is designed to prepare you for a face-to-face interview with employers. Role playing, video interviews and practical feedback are used to enhance your performance for your next "live" interview.

13. DREAM SHIFT - NEW BEGINNINGS: 3 hours

This session is designed to help you look inward, identify, and understand the impact your personal values have on your work, motivation, discipline, expectations and life style habits. The purpose is to expose, challenge and modify values that may hinder your return to work. You are encouraged to identify turning points in your work and personal lives and how your values may become the foundation of transition and change.

14. CHALLENGES OF THE MULTI GENERATIONAL WORKPLACE: 3 hours

This session is designed to help the mature worker understand the distinct differences between each generation within the work place and what values, expectations and work ethics are unique to each one. The purpose is to help you become aware of potential biases towards different work styles experienced by different generations and how to best accept and adapt to those differences.

15. COMPUTER TRAINING: 48 hours

This module will focus on the Microsoft Office Suite including word processing using Word, spreadsheets using Excel and presentations using PowerPoint. The format of the module will be hands on experiential and will be a combination of theory and practicum. Word and Excel will be two days plus practicum and PowerPoint will be one day plus practicum. Establishing an email account using Google's Gmail as well as internet usage and search techniques will also be covered.

16. FIRST AID AND CPR: 8 hours

This workshop presented by St. John's Ambulance is designed to provide CPR and First Aid skills, both of which are beneficial at home and in the workplace. A class "A" First Aid Certificate is given to you upon completion of the course.

17. STRESS MANAGEMENT: 3 hours

Excess stress can have a negative impact on your ability to learn and your ability to move forward. Identifying the stressors in your life is important. Various relaxation techniques will be discussed

18. ASSERTIVENESS and SELF-CONFIDENCE: 3 hours

Self- confidence and assertiveness are two skills that are crucial for success in life. This session will give you an understanding of what assertiveness and self-confidence each mean (in general and to you personally).

19. COMMUNICATION SKILLS: 3 hours

This session is designed to help you become aware of the "first impression" that you are making. This skill is particularly useful in an interview situation. Written communication techniques will also be explored with emphasis on the content and presentation of documents relating to job search. Identifying and defining your personal transferable skills is an important part of this session

20. FINANCIAL PLANNING: 3 hours

This session is designed to help you understand the basic concepts of budgeting, taxation, investments, and various government programs i.e., CPP, EI. You are also given information on how to manage your personal and professional finances.

21 CREATING YOUR PERSONAL IMAGE: 3 hours

We have invited an expert on grooming/hair styling/accessorizing to work with you in preparation for your job search. This is a fun day.

22. JOB FAIR: 6 hours

This day is designed to give you an opportunity to meet and interact with local employers. A brief presentation will be given by each employer. In addition each individual will have an opportunity for a one on one time to meet with and provide their resume to the representative.

23. EMPLOYMENT AGENCIES- HOW THEY WORK AND HOW I CAN BEST UTILIZE THEM: 3 hours

Employment agencies are a great resource and a very valuable tool to use in your job search. This session will explain the process of how an employment agency can assist you in finding full-time, part-time or temporary work. The intricacies of how your skills and occupational goals are matched with a perspective employer will be discussed so that you gain a clear understanding of how this important support can help your re-entry into the labour force.

24. STRATEGIES FOR WINNING: 3 hours

This session is a stimulating blend of motivation and commonsense with an optimistic yet realistic look at your own power to make changes in your life. It is coupled with practical suggestions to help set personal goals and prepare for your job interview and then world of work.

25. JOB SHADOWING: 6 hours

This day is designed to give you an opportunity to find out what it is like to be in a specific work environment. Every effort will be made to pair you with a field/employer that matches your current skills and interests. It will give you a realistic experience so you can observe, gain knowledge and insight through your time at the chosen job place.

26. DE-MYSTIFYING ON LINE APPLICATIONS: 3 hours

A frequently used method of applying for a position is on-line applications. This module is designed to provide valuable information for navigating your way through the process. Time saving procedures and expert advice will help make this way of applying much more user friendly. Your frustration will decrease!!

27. PREDICTIVE INDEX- AN INSIGHTFUL TOOL: 3 hours

This module was introduced to give you an additional assessment tool, one that provides an objective analysis of individual strengths, skills and opportunities. The results are presented in a professional manner by a trained PI analyst and will give you a clear and valuable insight that will assist you in establishing your realistic and meaningful occupational goal.

28. WHERE DO YOU GO FROM HERE? DESIGNING YOUR PLAN: 3 hours

Having a structured plan to implement when your 8 week OWL PROJECT is completed is vital to your success. In this module you will develop a plan to chart your post program activities which will be designed to keep you on track. You will design a customized chart (your computer module will teach you how to do this!) and use it to record your activities. Following the completion of the OWL PROJECT follow-up sessions (2 hours each) will be held where you can report on all aspects of your job search.

29. PROFESSIONALISM AND ETHICS IN THE WORKPLACE: 3 hours

We have all heard at some point in our careers that we are expected to conduct ourselves "in a professional manner". But what does that actually mean? What is professionalism? Does professionalism mean the same thing for a lawyer as it does for a welder? How can I be sure that I am acting in a professional manner at work? While it is hard to quantify professionalism as an absolute value, this workshop is designed to give you the basic understanding of what is expected by "professional behavior", and some easy guidelines and check lists you can use to help you maintain and develop your own personal sense of professionalism.

30. MOVING ON WITHOUT THE HABIT: 3 hours

Scientists tell us it takes approximately 21 days to kick a habit. This module will encourage you to examine and identify your bad habit(s) that may be hindering your progress.

The goal is for you to make the decision and begin a plan to move forward without the extra baggage and distractions of “bad habits”.

31. TELEPHONE TALENT-COMMUNICATING EFFECTIVELY WITH EMPLOYERS: 3 hours

This session examines the role of the telephone when looking for employment. Topics include creating and delivering effective voicemail messages, asking good questions, developing excellent listening skills, methods for busy people, working with gatekeepers and all aspects of today’s telephone etiquette.

32. DRESS FOR SUCCESS (by appointment)

The OWL PROJECT is pleased to have partnered with Dress for Success. This volunteer organization assists women by providing professional attire suitable for an interview, in addition, a second outfit will be offered upon securing a job. This is a well-received opportunity that is appreciated by all who have had this complimentary experience.

33. WHAT OWL HAS MEANT TO ME: 3 hours

This is an opportunity for you to develop a perspective on what your personal growth has been and how this program has helped in preparing for your return to work. You will have the opportunity to define your experiences in written format as well as participating in an end of Program interview with the facilitators.

34. CRITIQUE/COMMENTS: 2 hours

In an effort to improve our Program we are inviting your comments on each of the modules covered over the past 8 weeks particularly as they apply to their usefulness to you the job seeker. In addition, suggestions for improvements or the inclusion of other modules are welcome.