



**OWL WORKSHOP SYLLABUS  
(A SEVEN WEEK WORKSHOP)  
THE SYLLABUS IS DIVIDED INTO 4 EMPLOYABILITY  
DIMENSIONS:**

**CAREER DECISION MAKING  
SKILLS ENHANCEMENT  
JOB SEARCH  
EMPLOYMENT MAINTENANCE**

**CAREER DECISION MAKING**

**INTRODUCTION AND PREVIEW OF UPCOMING 7 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 the day to day schedule. 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 Workshop. The aim for this first morning is to orientate you to your new surroundings for the next 7 weeks and to give you an opportunity to freely interact with the group in an environment of openness and trust.

**PARADIGM SHIFTS IN THE WORKPLACE/ATTITUDES TOWARDS AGING: 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 module will be very valuable as you transition into the current labour force.

**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! By the end of the module you will have compiled a well-organized Portfolio highlighting you!

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**PREDICTIVE INDEX - AN INSIGHTFUL TOOL: 3 hours**

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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.

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**MY REALISTIC OCCUPATIONAL GOAL: 11 hours**

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One of the most important tasks of your participation in the OWL Workshop 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 have clarity in your direction, values, interests, motivation etc. When you complete this module you will be much better prepared to move forward with realistic expectations.

Two tools that are used to help you establish your realistic occupational goals are CAREER CRUISING and BIRDS OF A DIFFERENT FEATHER. Career Cruising is a very interesting and comprehensive computer program that prepares you for your next career/job move. You learn about yourself, identify skills, preferences, interests and aspirations. This helps you explore opportunities that are right for you. BIRDS OF A DIFFERENT FEATHER is a work style assessment tool which allows the participant to analyze their own work style in an enlightening and entertaining way. It also helps one learn how to work more effectively with co-workers who have a different work style.

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**DEALING WITH JOB LOSS/DREAM SHIFT: 3 hours**

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Confronting and understanding the five stages of job loss is crucial in moving forward in a positive manner. This module will allow you to explore strategies and encourage you to prepare for the changes ahead. It is very valuable to understand that job loss ( for whatever reason) causes several emotions and behaviours that are common.

## **JOB SEARCH**

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**TELEPHONE TALENT-COMMUNICATING EFFECTIVELY WITH EMPLOYERS: 3 hours**

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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.

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**JOB SEARCH: 36 hours**

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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 strategies. 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.

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**ACE THE INTERVIEW: 18 hours**

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This module is designed to prepare you for a face-to-face interview. You will be introduced to a variety of styles of interviews and to behavioural questions. You will learn why these questions are asked and how to effectively answer them to strengthen the quality of your interview. Role playing, video interviews and practical feedback are used to enhance your performance for your next "live" interview.

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**SOCIAL NETWORKING: 3 hours**

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Keeping current of job search trends in today's workplace is imperative. This workshop focuses on LinkedIn, Facebook and Twitter, three of the most popular networking sites on the internet today. Learn how you can take advantage of these sites to enhance your job search, why these sites can be valuable, and how to make the best of them while looking for work.

## **JOB FAIR: 6 hours**

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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. You will discover what human resources personnel and employers focus on when they review your application and resume. During the job fair you will have the opportunity to ask questions and let the employer know what type of work you are seeking.

## **EMPLOYMENT AGENCIES - HOW THEY WORK AND HOW I CAN BEST UTILIZE THEM: 3 hours**

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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.

## **CREATING A STRONG FIRST IMPRESSION: 6 hours**

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The interview is the most critical stage of the job search process. To make the most of this time job seekers need to know how to make a positive and lasting impression on employers. In addition to the Ace the Interview module participants have additional assistance in preparing for an interview. The Owl Workshop is pleased to partner with Dress for Success. This volunteer organization assists women by providing professional attire suitable for an interview. The men in the group can access Attire to Aspire which is a special project of Job Junction. The goal of this project is to help men return to the workplace, with confidence and dignity, by providing professional attire. There is also an image consultation for all participants.

## **WHERE DO YOU GO FROM HERE? DESIGNING YOUR PLAN: 3 hours**

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Having a structured plan to implement when your 7 week OWL WORKSHOP is completed is vital to your success. In this module you will develop a plan to chart your post workshop 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 WORKSHOP 3 follow-up sessions (2 hours each) will be held where you can report on all aspects of your job search.

# **SKILLS ENHANCEMENT**

## **COMMUNICATION SKILLS: 3 hours**

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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. Ways to improve your communication skills will be discussed in detail.

## **COMPUTER TRAINING: 28 hours**

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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, Excel and PowerPoint will all be one day plus there will be a one day practicum. Establishing an email account using Google's Gmail as well as internet usage and search techniques will also be covered.

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**PERSONALITY DIMENSIONS: 6 hours**

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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.

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**FIRST AID AND CPR: 8 hours**

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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.

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**ASSERTIVENESS and SELF-CONFIDENCE: 3 hours**

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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 mean. Ways to assert yourself during a job interview and in life generally will be the focus of this module.

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**WORKPLACE HAZARDOUS MATERIAL INFORMATION SYSTEM (WHMIS): 3 hours**

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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

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**EMPLOYMENT MAINTENANCE**

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**MANAGING STRESS: 3 hours**

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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. Good stress versus bad stress, stress symptoms, a stress evaluator and methods to manage stress are discussed. You will be given the tools to develop a stress management plan.

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**CHALLENGES OF THE MULTI GENERATIONAL WORKPLACE: 3 hours**

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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. The implementation of this information will contribute to a more collaborative workplace where all are valued for their unique contribution.

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**GRADUATION: 3 hours**

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This day provides the opportunity for you to invite your friends and family to share in the interesting and informative learning you have experienced during the 7 weeks of this workshop. In addition to our friends and family, you may choose to invite your case manager to this event. Lunch will be served!