



NOVA SCOTIA WORKS

The Workshop

Older Wiser Labourforce

OWL WORKSHOP SYLLABUS

(A SIX WEEK WORKSHOP)

THE SYLLABUS IS DIVIDED INTO 4 EMPLOYABILITY DIMENSIONS:

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

CAREER DECISION MAKING- 51 Hours

INTRODUCTION AND PREVIEW OF UPCOMING 6 WEEKS:

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 6 weeks and to give you an opportunity to freely interact with the group in an environment of openness and trust.

DEALING WITH JOB LOSS/DREAM SHIFT:

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) evokes several emotions and resulting behaviours that are common.

PORTFOLIO DEVELOPMENT:

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 module takes place over 30 hours to ensure to bring the pieces of ourselves together. This can result in increased confidence and can be used as a platform for choosing a new career. 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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PERSONALITY DIMENSIONS:

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.

PREDICTIVE INDEX - AN INSIGHTFUL TOOL:

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 which will assist you in establishing your realistic and meaningful occupational goal.

MY REALISTIC OCCUPATIONAL GOAL:

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 work 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 and with the goal of three types of work you may wish to pursue.

JOB SEARCH- 51 hours

JOB SEARCH:

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.

ACE THE INTERVIEW:

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 whether it is on a virtual platform like " ZOOM" or in person.

LinkedIn:

Keeping current of job search trends in today's workplace is imperative. LinkedIn is the #1 networking business and professional social media site in today's market. With the employers utilizing this too to network and grow, participants will learn how you can take advantage to enhance your job search, networking skills as well as staying up to date with the market. Learn why these sites are valuable, and how to make the best of them while looking for work and researching the hidden job market.

NETWORKING EVENT:

This time is designed to give you an opportunity to meet and interact with local employers. A brief presentation will be given by each employer with a roundtable discussion. You will discover what human resources personnel and employers focus on when they review your application and resume. During the session you will have the opportunity to ask questions and practice your networking skills while learning more about the marketplace.



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CREATING A STRONG FIRST IMPRESSION:

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.

SKILLS ENHANCEMENT 23 hours

TELEPHONE TALENT-COMMUNICATING EFFECTIVELY WITH EMPLOYERS:

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.

COMPUTER TRAINING:

Each Owl will have a laptop computer assigned to them for their exclusive use during their time in the workshop. This module will focus on the Microsoft Office Suite including word processing using Word, spreadsheets using Excel and working with Outlook. The format of the module will be hands on experiential and will be a combination of theory and practicum. Utilization and practice of these skills will occur throughout the modules.

FIRST AID AND CPR:

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 "C" First Aid Certificate is given to you upon completion of the course.

WORKPLACE HAZARDOUS MATERIAL INFORMATION SYSTEM (WHMIS):

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 15 hours

The Respectful Workplace:

This session is designed to help the mature worker understand the distinct differences between each generation within the workplace, cultural diversity, and other expectations and work ethics expected in today's workplace. The purpose is to help you become aware of potential biases towards different work styles experienced by different generations, cultures, religion, sexual orientation and how to best accept and adapt to those differences. The implementation of this information will contribute to a more collaborative successful workplace where all are valued for their unique contribution.

WHERE DO YOU GO FROM HERE? DESIGNING YOUR PLAN:

Having a structured plan to implement when your 6-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.

GRADUATION:

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 6 weeks of this workshop. With Covid-19 rules, this ceremony will be adapted for occupancy and spacing required.

Owl Café: *following the completion of the OWL WORKSHOP, 3 follow-up sessions (2 hours each) will be held. You can reconnect with your colleagues, report on all aspects of your job search, discuss any difficulties you may have encountered, and adjust your plan accordingly.*



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