

Brief description of workshop:

In this 2.5 hour workshop clients will learn about the local labour market and be able to identify possible job sources as well as the hidden job market.

Task group	Highest level required in workshop	Comments
Competency A: Find and Use Information		
A1 : Read continuous text	A1.3 - Read longer texts to connect, evaluate and integrate ideas and information <ul style="list-style-type: none"> • Integrates several pieces of information from texts • Skims to get the gist of longer texts • Uses organizational features, such as headings, to locate information • Obtains information from detailed reading 	
A2: Interpret documents	A2.2 - Interpret very simple documents to locate and connect information <ul style="list-style-type: none"> • Extracts information from tables and forms • Uses layout to locate information • Makes connections between parts of documents • Makes low-level inferences 	
Competency B: Communicate Ideas and Information		
B1: Interact with others	B1.2 - Initiate and maintain interactions with one or more persons to discuss, explain, or exchange information and opinions <ul style="list-style-type: none"> • Demonstrates some ability to use tone appropriately • Uses strategies to maintain communication, such as encouraging responses from others and asking questions • Speaks or signs clearly in a focused and organized way • Rephrases to confirm or increase understanding • Uses and interprets non-verbal cues (e.g. body language, facial expressions, gestures) 	

<p>B2: Write continuous text</p>	<p>B2.2 - Write texts to explain and describe information and ideas</p> <ul style="list-style-type: none"> • Writes texts to explain or describe • Conveys intended meaning on familiar topics for a limited range of purposes and audiences • Uses a limited range of vocabulary and punctuation appropriate to the task 	<p>Some of the writing tasks were ‘take-home’ assignments</p>
<p>B3: Complete and create documents</p>	<p>B3.1 - Make straightforward entries to complete very simple documents</p> <ul style="list-style-type: none"> • Makes a direct match between what is requested and what is entered • Makes entries using familiar vocabulary 	
<p>Competency C: Understand and Use Numbers</p>		
<p>C4: Manage Data</p>	<p>C4.2 - Make low-level inferences to organize, make summary calculations, and represent data</p> <ul style="list-style-type: none"> • Makes estimates 	
<p>Competency D: Use Digital Technology N/A</p>		
<p>Competency E: Manage Learning</p>		
	<p>E.2 - Set realistic short- and long-term goals, use a limited number of learning strategies, and monitor own learning</p> <p>The Learner:</p> <ul style="list-style-type: none"> • Is willing to work independently • Takes initiative • Manages time 	
<p>Competency F: Engage with Others</p>		
	<p>Collaboration: the learner:</p> <ul style="list-style-type: none"> • Understand one's role; seeks clarification as required • Recognizes roles of others • Acknowledges/identifies responsibilities • Accepts one's share of responsibilities • Acknowledges and accepts others' perspectives • Adapts behaviour to the demands of the situation • Shows an awareness of group dynamics 	

	<ul style="list-style-type: none">• Meets group expectations (e.g. is prepared to participate, meets deadlines)• Demonstrates tolerance and flexibility• Demonstrates a willingness to help others• Makes contributions that take into account one's strengths and limitations <p>Conflict Resolution: the learner:</p> <ul style="list-style-type: none">• Recognizes areas of agreement and disagreement• Identifies options for resolving disagreements• Contributes to finding a mutually agreeable resolution• Takes actions to resolve the conflict	
Comments		