

Brief description of workshop:

In this 1.5 hour workshop the learners will understand:

- How to make a good first impression the first day and the first week on the job
- Effective work habits to keep themselves employed
- How to work with others

Competency	Highest level required in workshop	Comments
Competency A: Find and Use Information		
A1 : Read continuous text	A1.2 – Read texts to locate and connect ideas and information <ul style="list-style-type: none"> • Scans text to locate information • Locates multiple pieces of information in simple texts • Makes low-level inferences 	Slides & handouts, evaluation
A2: Interpret documents	A2.2 - Interpret simple documents to locate and connect information <ul style="list-style-type: none"> • Performs limited searches using one or two search criteria • Extracts information from tables and forms • Uses layout to locate information • Makes connections between parts of documents • Makes low-level inferences 	Slides & handouts, evaluation
A3: Extract info from films, broadcasts and presentations		PowerPoint presentation
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	B1.1 would be adequate for learners who choose not to contribute to discussions
B2: Write continuous text	B2. 1 - Write brief texts to convey simple ideas and factual information <ul style="list-style-type: none"> • Writes simple texts to request, remind or inform 	

	<ul style="list-style-type: none"> • Conveys simple ideas and factual information 	
B3: Complete and create documents	<p>B3.2a - Use layout to determine where to make entries in simple documents</p> <ul style="list-style-type: none"> • Uses layout to determine where to make entries • Begins to make some inferences to decide what information is needed, where and how to enter the information 	Evaluation
Competency C: Understand and Use Numbers N/A		
Competency D: Use Digital Technology N/A		
Competency E: Manage Learning		
	<p>E.1 - Set short-term goals, begin to use limited learning strategies, and begin to monitor own learning</p> <ul style="list-style-type: none"> • Demonstrates positive attitude to learning • Accepts positive feedback and constructive criticism • Recognizes and expresses when one does not know something • Accepts new learning challenges • Takes responsibility for learning • Takes initiative • Takes risks in learning situations 	
Competency F: Engage with others		
	<ul style="list-style-type: none"> • Recognizes roles of others • Acknowledges and accepts others' perspectives • Adapts behaviour to the demands of the situation • Shows an awareness of group dynamics • Meets group expectations (e.g. is prepared to participate, meets deadlines) 	
Comments		
Some experience with job interviews might be helpful to those attending the workshop.		