

Brief description of workshop:

In this 1.5 hour workshop participants will learn:

- how to prepare for an interview
- what to take with you
- the do's and don'ts of dressing appropriately
- understanding your body language
- how to answer questions and ask appropriate questions

Task Group	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"> • Makes connections between sentences and between paragraphs in a single text • Locates multiple pieces of information in simple texts • Makes low-level inferences • Follows the main events of descriptive, narrative, and informational texts • Obtains information from detailed reading 	The facilitator presented the information using handouts and overheads but read the information to ensure it was accessible to all participants.
A2: Interpret documents	A2.1 - Interpret very simple documents to locate specific details <ul style="list-style-type: none"> • Scans to locate specific details • Interprets brief text and common symbols • Locates specific details in simple documents, such as labels and signs • Identifies how lists are organized (e.g. sequential, chronological, alphabetical) • Requires support to identify sources and to evaluate and integrate information 	

Competency B: Communicate Ideas and Information		
B1: Interact with others	<p>B1.2 - Initiate and maintain interactions with one or more persons to discuss, explain, or exchange information and opinions</p> <ul style="list-style-type: none"> • Shows an awareness of factors that affect interactions, such as differences in opinions and ideas, and social linguistic and cultural differences • Demonstrates some ability to use tone appropriately • Uses strategies to maintain communication, such as encouraging responses from other s and asking questions • Rephrases to confirm or increase understanding 	Engaged in question and answer session to cover needed information.
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 • Recognizes and expresses when one does not know something • Accepts new learning challenges • Takes responsibility for learning • Takes initiative • Takes risks in learning situations 	Very informally
Competency F: Engage with others		
	<p>Collaboration: the learner:</p> <ul style="list-style-type: none"> • Understand one's role; seeks clarification as required • Recognizes roles of others • Acknowledges and accepts others' perspectives • Adapts behaviour to the demands of the situation • Shows an awareness of group dynamics • Demonstrates a willingness to help others 	

Comments

The facilitator made the session very accessible to participants of every level. The information was presented both in a printed and oral format.