

## **Empowered for Employment Workshop**

**Description:** This workshop will take learners through the process of preparing for employment from resume writing to using professional language, tools for job searching and being prepared for the interview process. Learners will have the opportunity to address the barriers they face to finding employment, work with the facilitator to find ways to overcome them and support personal wellness throughout the process. Learners will partake in mock-interviews to build a sense of confidence and preparedness to enter the work force.

**Target Audience:** This workshop is designed for LBS (Literacy & Basic Skills) Learners with employment and post-secondary goal paths.

**Delivery Method:** Four sessions of live webinar presentation, experiential practice, mock interviews.

**Instructor:** Ashley Whittaker

### **Workshop Components:**

#### **Module 1:**

- Skills Inventory
- Job Search Planning & Job Search Tools
- Common barriers to employment & Wellness & Resilience for job seekers

#### **Module 2:**

- Effective Resume writing strategies
- What to include in your cover letter

#### **Module 3:**

- Finding your professional voice.
- E-mail correspondence with potential employers and in the workplace

#### **Module 4:**

- What to expect from the hiring process
- Interview tips and practice
- Creating a LinkedIn profile

**Learning Objectives:** At the end of this workshop, learners will be able to:

- Confidently create and/or update a resume and cover letter
- Utilize software such as Canva for creating eye-catching resume's
- Know what to expect from the interview process, and have practiced in mock-interviews
- Know how to conduct themselves professionally through correspondence and sector-appropriate language
- Have a LinkedIn profile set up and know how to utilize it for job searches and networking
- Understand common barriers to employment and find solutions to them while maintaining personal wellness and facing job search challenges with resilience.