



**Community Learning Partnerships
School of Access**

CÉLASÉT: Moving Forward Pre-Employment Program

BEST – Building Employment Success for Tomorrow

Monday, Tuesday, Wednesday, Thursday 1:00 – 3:20 pm

September 15 – December 18, 2014

Christmas Break – December 22, 2014 – January 1, 2015

January 5 – February 5, 2015

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COURSE OUTLINE

Building Employment Success For Tomorrow (B.E.S.T.)

Course Content & Topics

BEST is comprised of five key components which we will explore throughout the program. These include:

1. Tune into yourself (BEST 041 Career Exploration)

"A career is a journey, not a destination."

Who are you? **Where** are you going?

The process of finding fulfilling and meaningful work does not start with a resume or looking at want ads or job postings. It starts by looking inside yourself—your hopes, dreams, interests, aptitudes & abilities by:

- Revisiting skills, abilities & interests
- Discovering values & beliefs
- Analyzing "temperament" and behavior traits

"Who am I?" "What do I want now?" **Clarity** is the goal.

This component includes using Assessment Tools, such as:

- ✓ Career Occupational Preference System (COPS)
- ✓ Myers Briggs Type Indicator
- ✓ True Colours
- ✓ Gregorc Learning Styles
- ✓ Academic refreshers – math & English
- ✓ Web-based assessment tools (Career Cruising and others)
- ✓ Work Values
- ✓ Other...

2. Understanding the World of Work (BEST 042 Labour Market Trends)

"The future ain't what it used to be."

With increased self-knowledge as your compass, you are ready to identify promising options and begin the process of researching to find the best fit. There is work available, but a lot of it is not packaged in the form of a job as we traditionally understand that term. How can you find out which industries or job fields are opening up and which ones are in decline? How can you be sure to choose a career where there is demand for your skills, experience and training? In other words, which jobs have a **future**?

- ✓ Networking & Informational Interviews
- ✓ New labour market realities and employment trends (job futures)
- ✓ Understanding the dynamics of change and using these to your advantage
- ✓ Challenging paradigms / limiting beliefs
- ✓ Explore the entrepreneurial spirit
- ✓ Research occupations and career paths using *Career Cruising* & other websites
- ✓ BC economy & BC Jobs Plan

3. Essential / Employability Skills (BEST 043)

"Be the change you wish to see in the world."

-Ghandi

These skills are also known as career survival skills. While competent technical skills are expected in any job, what companies really want are the so-called "soft" skills – leadership, communication, collaboration. Workers have to get along with others. Don't be fooled by the word "soft"; these skills are not always easily mastered.

- ✓ Working with others & leadership
- ✓ Teamwork skills
- ✓ Personal skills, such as adaptability, resilience, responsibility, flexibility (Emotional Intelligence & embracing change)
- ✓ Problem-solving skills, resourcefulness
- ✓ Communication (especially listening!) & conflict resolution skills
- ✓ Confidence, assertiveness

4. Lifelong Learning & Academics (BEST 044)

*"In times of drastic change, it is the learners who inherit the future.
The learned usually find themselves equipped to live in a world that no longer exists."*

Constant learning and updating skills has become a key theme in the workplace because of rapid change in the age of technology. Think of managing change and learning as an adventure. It tests your

skills and abilities. It brings forth talent that may have been dormant. Lifelong learning is about shaping a new way of life. To do that, you must embrace change and learn to turn it to your advantage.

In a world that is constantly changing, there is no one subject or set of subjects that will prepare you for the foreseeable future, let alone for the rest of your life. The most important skill to acquire now is learning how to learn. And then keep on learning for life.

- ✓ Learning skills
- ✓ Learning styles
- ✓ Multiple Intelligences – what is “smart”?
- ✓ Skills and abilities inventories
- ✓ Refresh math & English basics
- ✓ Computer skills
- ✓ Finding upgrading and educational opportunities (Camosun & beyond)

5. Innovative Work Search Strategies (BEST 045)

“If you don't know where you're going, you're liable to wind up somewhere else.”

If you are looking for work or a career change and the first thing you do in the morning is reach for the want ads, you may as well go back to bed! Only 10-20% of job openings ever reach the job market. There are better ways!

Once all the preparation and planning (and possibly training) have been done to find a viable career/job, your remaining task is to find work in your occupation. You need the right work search tools to land your ideal job.

- ✓ How to find work in the 21st Century
- ✓ Networking & Informational Interviews
- ✓ Volunteering as a path to needed skills and connections
- ✓ Finding unadvertised openings (the majority)
- ✓ Resume writing
- ✓ Goal setting & action planning
- ✓ Keeping track and keeping on track
- ✓ Supports and resources to help with your job search

Coles notes version of BEST: Be the BEST **you** can be.