

## LEG UP! TO WORK

This 8 week, in person Job Readiness Course Includes:

- 24 hours in class learning (days and times to be determined)
- Hands on skills evaluation at 3 different community sites (approximately 6 hours)
- One to one resume work
- Practice interviews with community partners (approximately 2 hours)
- Literacy Evaluation (approximately 1.5 hours)

Date: Winter 2022 dates coming soon!

Introductory Rate: \$190.00 per person (passport funding eligible)

Location: KW Habilitation, 99 Ottawa Street South, Kitchener

Contact: [info@kwcareercompass.org](mailto:info@kwcareercompass.org) or 519-744-6307 ext 1252

## COURSE OUTLINE

### **Self-Presentation**

Learn how to present yourself with confidence and how to make a good impression.

### **Time Management**

Define your own skills and where you need to improve.

### **Rights & Responsibilities**

Become more familiar with the Employment Standards Act (ESA). Discuss disclosing a disability.

### **Being Professional in the Workplace**

Identify good work ethic and review concepts of communication and advocacy.

### **The Realities of Work**

Ways to cope with the feelings of starting a new job, the school to work transition, flexibility, commitment and expectations.

### **Managing Work and Personal Life**

Review the importance of self-care, to discuss anger, stress and coping skills.

### **Goals and Barriers**

Understanding realistic goals both short and long term. What are barriers and accommodations?

### **Job Search and Interview Skills**

Planning the right job search for your skills, preparing for information meetings and interviews.

**Learn the importance of giving and receiving both positive and negative feedback.**