KW CAREER COMPASS

LEG UP! TO WORK

This 8 week, in person Job Readiness Course Includes:

- 24 hours in class learning (Mondays 1-3pm and Wednesdays 9:30-11:30am)
- Hands on skills evaluation at 2 or 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: Wednesday April 20 – June 10, 2022

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

Location: KW Habilitation, 99 Ottawa Street South, Kitchener

Contact: 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.