



opportunitiesforemployment  
HOPE IN ACTION



## Employ-Ability Skills Program

### Program Outline

Program Rationale: This program was developed to provide pre-employment development opportunities to individuals who may:

- Lack a solid work history
- Have not have worked for more than one year
- Need employment and personal development skills
- Have not been able to sustain employment
- Are in need of current references for resume

Program Description: The Employ-Ability Skills Program combines life skills-based group learning activities with specific pre-employment skill development. Some applicants may have never worked in the past, some may have done short-term job activities and others may need to make major changes in their career direction for various reasons.

Program Objectives: After completing this program, and with on going coaching from the facilitator, the job seeker will have participated in learning activities and should be able to:

- 1) Identify, evaluate and implement solutions related to decision making and problem solving
- 2) Prioritize tasks and fulfill commitments
- 3) Demonstrate a positive attitude in taking care of personal health and showing interest and initiative in projects
- 4) Demonstrate effective interpersonal skills; respecting the thoughts, opinions and diversity in others; ability to accept and provide feedback
- 5) Develop a positive self-image; to recognize strengths, self respect, and to acknowledge accomplishments
- 6) Demonstrate adaptability and flexibility; finding alternative ways to achieve goals and complete tasks; responding to constructive feedback
- 7) Demonstrate enthusiasm and motivation
- 8) Describe the Transtheoretical Model of Change and identify strategies and interventions in which to engage to make a purposeful effort to move forward through the Stages of Change
- 9) Describe their skill set and identify transferable skills
- 10) Set personal and career goals
- 11) Demonstrated effective organizational skills
- 12) Describe employer expectations and effective work habits for job retention
- 13) Operate a computer in a Windows environment at an introductory level
- 14) Perform basic functions on a PC using word processing software, the Internet and an e-mail client
- 15) Develop basic keyboarding skills
- 16) Complete a four-week work practicum
- 17) Obtain current references for resume

Program Duration: 240 hours

**Admission Requirements:** Applicants must demonstrate that they are able and willing to attend the required classes, practicum period, consultation/coaching appointments and orientation sessions. EIA recipients must receive approval from his or her Case Coordinator in order to participate.

**Resources:** Participant handouts are supplied. One-to-one coaching is supplied on an “as needed” basis. Access to a personal computer is supplied on location.

**Attendance Policy:** Each participant is required to attend all scheduled consulting/coaching appointments and all module outlines in the syllabus. A meeting with the ESP Facilitator and/or Director of Programming is required to determine your status should you be absent or late for a scheduled class. Please see the ESP Student Guide for more information.

**Program Content:**

| <b>EMPLOY-ABILITY SKILLS PROGRAM SYLLABUS</b> |   |                     |                 |
|---|---|---------------------|-----------------|
| <b>MODULE CODE</b>                            | <b>MODULE NAME</b>                      | <b>PREREQUISITE</b> | <b>DURATION</b> |
| EOR00   | Orientation                             |                     | 3               |
| ETM00   | Time Management                         |                     | 3               |
| ECM00   | Communication                           |                     | 6               |
| EGS01   | Goal Setting 1                          |                     | 6               |
| EGS02   | Goal Setting 2                          |                     | 6               |
| EGS03   | Goal Setting 3                          |                     | 6               |
| EMM00   | Money Management                        |                     | 3               |
| EIC00   | Intro to Computers                      |                     | 30              |
| SOCWS1  | Stages of Change Workshop 1             |                     | 3               |
| SOCW Prep                                     | Stages of Change Workshop 2 Preparation |                     | 3               |
| ESA00   | Self Awareness                          |                     | 6               |
| ESM00   | Stress Management                       |                     | 6               |
| EAM00   | Anger Management                        |                     | 6               |
| ECR00   | Conflict Resolution                     |                     | 6               |
| EWI01   | WINGS 1                                 |                     | 6               |
| EWI02   | WINGS 2                                 |                     | 6               |
| EWI03   | WINGS 3                                 |                     | 6               |
| EPP00   | Practicum Preparation                   |                     | 3               |
| EPR00   | Practicum                               |                     | 120             |
|   | Clothes Closet/Graduation etc.          |                     | 6               |
| <b>TOTAL – 240 hours</b>                      |   |                     |                 |

**Evaluation:** Participants will receive verbal and written feedback throughout the program in relation to how he or she is meeting the desired objectives of the program. Attendance and participation are key elements to module completion. Participants will have the opportunity to complete regular self-evaluations throughout the program.

**Program Completion:** Participants must successfully complete all modules listed above in order to achieve program completion status. Access to modules is subject to availability.

Funding provided by:

The Government of Canada

The Manitoba Government