

Job Search Strategies

Course Description

Job Search Strategies provides an opportunity for immigrants to learn about the job search process. Clients learn and practice skills which make them more competitive for positions in the Canadian labour market. The course is highly interactive and involves regular contact with a facilitator with extensive experience in pre-employment training. Over six weeks, participants' progress through the topics listed below. Each unit covers a different topic and involves readings, case studies, activities, assignments, videos and additional learning resources. Participants take part in group discussions to discuss relevant topics.

Course Objective

To provide an opportunity for immigrants to become familiar with job search information and resources

Method of Instruction

Facilitated - Online asynchronous

Course Topics

- General Resume Writing
- Targeting Your Resume and Cover Letter
- Essential Skills and Transferable Skills
- Job Search Methods
- Marketing Yourself
- Preparing for Interviews
- After the Interview



Time Required

5-7 hours per week for 6 weeks

Technology Required

- Latest version of one of the following browsers is recommended:
 - Firefox
 - Safari
 - Google Chrome
 - Internet Explorer
- Email: Outlook Express / Outlook / browser based package, i.e. (Gmail, Hotmail, Yahoo)
- Operating System: Windows XP or higher, Mac OS X or higher
- Latest version of Java and Adobe Flash
- Headset or Speakers
- PDF reader (such as Adobe Reader)
- High speed internet access

Participant Criteria

Recommended Language Level: Canadian Language Benchmarks (CLB) 6 or higher (Intermediate)
General/Academic IELTS – 5.5+ in all skill areas

Evaluation

Upon completion of the course, clients are asked to complete an online evaluation.