

Canada Is Hiring Curriculum

24 HOUR LESSON			
Hour	Textbook	Lesson	Special Directions
1	Chapter 1	JOB SEARCH TOOLBOX	Introduce course outline
2	Chapter 2	CREDENTIALS	Review credentials
3	Chapter 2	EFFECTIVE RESUMES	Discuss Power Words
4	Chapter 2	TYPES OF RESUMES	Review different types of resumes
5	Chapter 3	COVER LETTERS	Discuss types and components of the Cover Letter
6	Chapter 3	REFERENCE LIST	Discuss purpose of References
7	Chapter 4	CANADIAN LABOUR MARKET	Review High Demand Occupations
8	Chapter 4	JOB SEARCH JOURNAL & WOW	Discuss purpose of Job Search Journal and WOW principle
9	Chapter 5	JOB SEARCH METHODS	Review Networking, Cold Calling and Recruitment Firms
10	Chapter 5	JOB SEARCH METHODS	Discuss Internet Job Websites, Post resume and Newspaper job ads
11	Chapter 5	JOB SEARCH METHODS	Review Job Fairs, Quiz and Checklist
12	Chapter 6	EMPLOYERS WHO ARE HIRING	Discuss methods to find employers and review list of 50 employers
13	Chapter 7	JOB SEARCH ACTION PLAN	Review purpose of Job Search Action Plan
14	Chapter 8	BARRIERS AND SOLUTIONS	Discuss potential barriers and how students can use solutions
15	Chapter 9	POSITIVE ATTITUDE	Review goals and positive attitude
16	Chapter 10	JOB INTERVIEW	Students pair up to practice interview
17	Chapter 10	JOB INTERVIEW	Role-play in classroom for feedback
18	Chapter 11	JOB INTERVIEW: THE SEQUEL(S)	Discuss the purpose of the second and third interview
19	Chapter 11	JOB INTERVIEW: THE SEQUEL(S)	Review Pre-employment screening and Reassessment time
20	Chapter 11	JOB INTERVIEW: THE SEQUEL(S)	Discuss five steps in the job search that they can improve on for next time
21	Chapter 12	YOU GOT THE JOB	Review Accept or Decline the job offer
22	Chapter 13	PROMOTION	Discuss the steps to a promotion
23	Chapter 7	JOB SEARCH ACTION PLAN	Review all of the steps in the plan and encourage group discussion that all steps have been completed
24		COURSE SUMMARY	Present certificates to students and optional activity - potluck party

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46 HOUR LESSON			
Hour	Textbook	Lesson	Special Directions
1	Chapter 1	JOB SEARCH TOOLBOX	Introduce course outline
2	Chapter 1	JOB SEARCH TOOLBOX	"List of job search tools locations" activity
3	Chapter 2	CREDENTIALS	Review credentials
4	Chapter 2	CREDENTIALS	"Additional training" activity
5	Chapter 2	EFFECTIVE RESUMES	Discuss Power Words
6	Chapter 2	EFFECTIVE RESUMES	"Develop 5 sentences using the power words" activity
7	Chapter 2	EFFECTIVE RESUMES	"Do's and Don'ts of resume writing" activity
8	Chapter 2	TYPES OF RESUMES	Review different types of resumes
9	Chapter 2	TYPES OF RESUMES	"Advantages and Disadvantages of different resume styles" activity
10	Chapter 3	COVER LETTERS	Discuss types and components of the Cover Letter
11	Chapter 3	COVER LETTERS	"Compose a cover letter and the do's and don'ts of writing a cover letter" activity
12	Chapter 3	REFERENCE LIST	Discuss purpose of References
13	Chapter 4	CANADIAN LABOUR MARKET	Review High Demand Occupations
14	Chapter 4	CANADIAN LABOUR MARKET	"High demand occupations" activity
15	Chapter 4	JOB SEARCH JOURNAL & WOW	Discuss purpose of Job Search Journal and WOW principle
16	Chapter 4	JOB SEARCH JOURNAL & WOW	"Communication with potential employers" activity
17	Chapter 5	JOB SEARCH METHODS	Review Networking, Cold Calling and Recruitment Firms
18	Chapter 5	JOB SEARCH METHODS	"Networking" activity
19	Chapter 5	JOB SEARCH METHODS	Discuss Internet Job Websites, Post resume and Newspaper job ads
20	Chapter 5	JOB SEARCH METHODS	"Internet and Job Advertisements" activity
21	Chapter 5	JOB SEARCH METHODS	Review Job Fairs, Quiz and Checklist
22	Chapter 5	JOB SEARCH METHODS	"Career/Job Fairs" activity

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23	Chapter 6	EMPLOYERS WHO ARE HIRING	Discuss methods to find employers and review list of 50 employers
24	Chapter 6	EMPLOYERS WHO ARE HIRING	"How to find more job openings" activity
25	Chapter 7	JOB SEARCH ACTION PLAN	Review purpose of Job Search Action Plan
26	Chapter 7	JOB SEARCH ACTION PLAN	"Job Search Action Plan diagram" activity
27	Chapter 8	BARRIERS AND SOLUTIONS	Discuss potential barriers and how students can use solutions
28	Chapter 8	BARRIERS AND SOLUTIONS	Quiz "overcoming Barriers to employment"
29	Chapter 9	POSITIVE ATTITUDE	Review goals and positive attitude
30	Chapter 9	POSITIVE ATTITUDE	"Dream Jobs" activity
31	Chapter 10	JOB INTERVIEW	Review interview questions
32	Chapter 10	JOB INTERVIEW	"Job Interview questions and answers" activity
33	Chapter 10	JOB INTERVIEW	Role play in classroom for feedback
34	Chapter 10	JOB INTERVIEW	Video Tape Student's Job Interview
35	Chapter 11	JOB INTERVIEW: THE SEQUEL(S)	Discuss the purpose of the second and third interview
36	Chapter 11	JOB INTERVIEW: THE SEQUEL(S)	"Behavioural Job Interview Questions" activity
37	Chapter 11	JOB INTERVIEW: THE SEQUEL(S)	Review Pre-employment screening and Reassessment time
38	Chapter 11	JOB INTERVIEW: THE SEQUEL(S)	"Pre-employment screening Tests" activity
39	Chapter 11	JOB INTERVIEW: THE SEQUEL(S)	Discuss five steps in the job search that they can improve on for next time
40	Chapter 12	YOU GOT THE JOB	Review Accept or Decline the job offer
41	Chapter 12	YOU GOT THE JOB	"Accept or Decline The Job Offer" activity
42	Chapter 13	PROMOTION	Discuss the steps to a promotion
43	Chapter 13	PROMOTION	Invite Guest Speaker (HR Manager) to discuss the topic of how to land a promotion
44	Chapter 7	JOB SEARCH ACTION PLAN	Review all of the steps in the plan and encourage group discussion that all steps have been completed
45		COURSE SUMMARY	Discuss with the class course objectives and provide summary
46		COURSE SUMMARY	Present certificates to students and optional activity - potluck party