

Course Modules

Personal Management

Participants explore and apply practical skills for dealing with daily living situations such as managing time, stress and change, work-life balance and self-awareness.

Career Planning

Participants engage in activities designed to identify and target a career path. Career exploration includes: researching occupations, salaries and educational requirements and assessments.

Essential Skills Enhancement

Once the employment goal is established, skill gaps are identified and individual essential skill learning plans designed to increase skill levels in all of the nine Essential Skills.

Job Search

Participants will explore the labour market; learn how to respond to job postings, develop their resume, cover letter and reference list and learn how to make a positive first impression.

Our Vision

Our vision is to deliver an innovative Essential Skills program to the Aboriginal Community through customized training that supports employment and success and retention.

What are Essential Skills

Essential Skills are the skills needed for work, learning and life. They provide the foundation to learn a multitude of skills that enable our Aboriginal learners to evolve and adapt to changes within the workplace.

The 9 Essential Skills

- Reading
- Document Use
- Numeracy
- Writing
- Oral Communication
- Working with Others
- Thinking
- Computer use
- Continuous Learning



ESSENTIAL SKILLS For ABORIGINAL FUTURES

CAREER PLANNING



TARGET YOUR CAREER

3-WEEK COURSE

JULY 10– 28, 2017

Canada

www.accessfutures.com

About the Program

This program is for those who want to target a clear vision of their career direction and develop a training path to improve your current employment & career prospects.

A Professional Career Practitioner will guide you throughout the program and provide information to inform your career decisions.

This step-by-step process will lead you to create a vision for further training and the career direction that is the right fit for you. We will then help you create a plan of action to begin moving towards your employment and training goals.

Program Targets

- You will realize how your unique gifts, talents and interests can translate into fulfilling employment.
- You will gain more focus and clarity about your direction and be able to take a more confident and proactive approach to your training plan.
- You will identify the Essential Skills required to achieve your objectives
- You will have a clear plan of action to reach your employment goals

Eligibility

- Indigenous ancestry
- Have a referral from an ACCESS Employment Counsellor
- Demonstrate reliability, punctuality and have a commitment to employment and training.

Assessments

Test of Workplace Essential Skills (TOWES) measures essential skills levels

Structure of Intellect (SOI) measures comprehension, evaluation, problem solving, reading readiness and math abilities.

Various Career Assessments to identify abilities, skills, values, interests and personality.

Instruction takes place in a classroom using a blend of lecture, large group discussion, engaging group activities, and demonstrations.



Contact Information

For more information about the ESAF Career Planning program, contact an Employment Advisor at one of the following ACCESS Offices.

Employment Assistance Services

Suite 110-1607 E. Hastings Street
Vancouver, BC V5L 1S7

Tel: 604 251-7955

Fax: 604 251-7954

Aboriginal Connections to Employment

390 Main Street
Vancouver, BC V6A 2T1

Tel: 604 687-7480

Fax: 604 687-7481

ATEC Employment & Training

10757 – 138th Street
Surrey, BC V3T 4K8

Tel: 778-395-0385

Fax: 604-581-0944

ESAF location:

#201 – 681 Columbia Street
New Westminister, BC V3M 1A8
Tel: 604 521-5929

8:30am to 4:30pm
Monday to Friday