



# FUTURES CURRICULUM SCHEDULE

2010 – 2011

- Introductions
- Housekeeping

Module 1

## **The Art of the Job Search**

Day One

9:00 to 12:00 pm

- Overview
- The Unemployment Experience
- Tool Kit for an Effective Job Search
- Conference Board of Canada Skills for the New Millennium

Module 2

## **Your Best Resume - Ever!**

Day One

1:00 to 3:30 pm

- 3 Resume Types
- “You Have the Skills and Talents”
- Transferable Skills
- Resume Worksheet
- References – Who and Why

Module 3

## **The Information Highway to Success**

Day Two

9:00 to 12:00 pm

- Labour Market Trends
- Searching for Jobs On-Line
- On-Site Resources (sourcing)
- Placement Agencies
- Virtual Web Site Tour

Module 4	<b>The Hidden Job Market – The Facts</b>	Day Two	1:00 to 3:30 pm
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- Networking – Circle of Friends
- Access (warm and cold)
- Where are the Jobs
- The Single Best Way to Uncover Job Opportunities
- Script Worksheet

Module 5	<b>Cover Letters and Application Forms</b>	Day Three	9:00 to 12:00 pm
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- The Good, the Bad, and the Ugly
- Avoid the Traps!

Module 6	<b>The Interview</b>	Day Three	1:00 to 3:30 pm
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*The Key to the Job Offer*

- Types of Interviews
- Purpose/Answers (Top 10)
- The Path through the Door
- Interview Qualities (Be Assertive)

Module 7	<b>The Interview</b>	Day Four	9:00 to 12:00 pm
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*Best Answers to Tough Questions*

- Behavioural Questions
- What to Ask the Interviewer
- Closing the Deal and Before Introduction, During, the Close and After

Module 8	<b>The Interview</b>	Day Four	1:00 to 3:30 pm
	<ul style="list-style-type: none"> <li>• Practice Makes Perfect</li> </ul>		
Module 9	<b>Advanced Technologies to Get and Keep the Job You Want</b>	Day Five	9:00 to 12:00 pm
	<ul style="list-style-type: none"> <li>• How to Keep Advancing on the Job</li> <li>• Targeted Wage Subsidy</li> <li>• We're Here to Help</li> <li>• Next Steps</li> <li>• Evaluations</li> </ul>		
Module 10	<b>Personality Dimensions Workshop</b>	Day Five	1:00 to 3:30 pm

Revised Feb. 25/2010