



Program Name:	Moving On Up Employment & Life Skills Training Program
Program Cost:	This program is supported by the SkillsWork Program of the Department of Community Services and is offered at no cost to Department of Community Service clients. All materials, items needed for the programs and industry
Program Requirements:	To participate in the Moving on Up program regular attendance and punctuality must be maintained. Learners wishing to attend programs must organize their transportation, living, and childcare needs prior to entering any program. To attend programs at the Dartmouth Learning Network you must be age 19 or older.
Program Participant:	Prospective learners are school dropouts. These learners need special attention and encouragement if they are to succeed in any employment situation. Most programs are too impersonal for individuals that need constant attention and encouragement. The Dartmouth Learning Network provides a learning environment that blends personal attention with literacy and essential development that will greatly enhance the probability of work attainment and retention.
Program Recruitment:	<p>The Dartmouth Learning Network will work closely with the Department of Community Services to identify program participants.</p> <p>Maximum of twelve (12) learners will be accepted into each session (morning/afternoon)</p>
Learning Environment:	The Dartmouth Learning Network programs are community based education programs for adults. Classes are generally small (12 people) and are led by a program facilitator. Program facilitators work with participants collectively and individually to establish their goals and a plan to achieve them. The Dartmouth Learning Network is an environment that welcomes people from all cultures, ethnicities, and religions to participate in our programming.

Program Design

Stream 1 – Learner Experience	Stream 2 – Employer Experience
<p>This 17 week supportive experience offers workshops designed to prepare learners to move into employment, training and further education. The program focuses on life skills, job search techniques, education and building healthy self-esteem, confidence and positive self-image.</p> <p>The program aims to work with individuals living in Dartmouth who are in receipt of Income Assistance who face multiple barriers to employment.</p> <p>The program is divided into six modules:</p> <p>Career Essentials Preparing learners for the workplace</p> <p>Career Connections Return to work action plans</p> <p>Career Skills Industry Certifications</p> <p>E-Learning Platform 24/7 learning environment designed using curriculum from the Adult learning Program of the on the Nova Scotia School of Adult Learning</p> <p>Moving On Up Development Day March 24th (storm date March 31)</p> <p>Work Placement</p>	<p>Hire Local First Communication Strategy</p> <p>Outcomes Employers will gain understanding of the hidden labour market (target audience will focus on industries hiring Temporary Foreign Workers.</p> <p>DLN will identify the skills that are needed in the workforce that are currently being filled by Temporary Foreign Workers.</p> <p>DLN has reached out to Service Canada to pre-identify all employers in Nova Scotia who are hiring Temporary Foreign Workers.</p>
<p>Module 1 Career Essentials Incorporates 1-1 counselling and group seminars to prepare learners for the workplace.</p>	<p>Launch of HireLocalFirst.ca website which will feature resumes of DCS clients who have completed the Moving On Up Employment and Life Skills Training Program. All listed resumes will be assigned a number and employers/recruiters will be able to connect with the person whose resume they are interested by contacting DLN.</p>
<p>Module 2 Career Connections</p>	

A series of workshops which provides learners with detailed and practical tools to help them make informed career decisions. Topics in this module include:

- Developing action plans
- Resume preparation
- Cover letter
- Interview techniques
- Telephone and communication skills
- Job search techniques

Participants learn how to anticipate and respond to interview questions, how to dress, and the importance of body language.

- Participants will be able to prepare themselves to successfully conduct an employment interview.
- Participants will be able to respond to common interview questions and also be able to deal with off-limits questions in a tactful manner.
- Participants will recognize proper interview attire that gives a good impression to the employer.
- Participants will understand the importance of body language in the interview.

Job Seeking Strategies. Participants receive information on the best ways to look for a job and fill out an application.

- Participants will be aware of the various types of job-seeking strategies such as help wanted ads, employment agencies, and temporary employment services, and understand how to use them effectively.
- Participants will be able to complete an employment application in a professional manner.

Module 3 – Career Skills Module offers learners core of career building skills combined with personal development training to gain a connection to the labour market. Program content includes: Customer service, Computer training, Financial management, Work placement, WHMIS, CPR/First Aid, and Safe Food Handling, World Host, Workplace Etiquette , Occupational Health and Safety	
Module 4 – E-Learning Platform	
Module 5 - Moving on Up Development Day Learners will learn how to become a successful employee who works well with others and can look forward to advancement. Learners will meet with employers from construction, hospitality, continuing care and retail industries.	
Module 6 – Work Placement	

Module 1 – Career Essentials

Program Orientation

An orientation to the Dartmouth Learning Network, services, and the Moving On Up Employment and Life Skills Training Program, including an overview of expectations and preparation for learning. Organization of materials and supplies needed for coursework. Required for all new students.

1. Skills for Life and Work I

Development of life skills required for successful employment and independence. Topics include social skills, self-esteem, self-awareness, and their relation to career choices. Program content includes: Budgeting, Saving and Investing, Managing Cost-Of-Living, Financial Planning, Needs and Wants, Protecting Yourself (identity theft, scams).

2. Skills for Life and Work II

Development of skills for transition into successful independent living including types of accommodation, budgeting, use of community resources, Canada's Food Guide, and basic food preparation within a limited budget.

3. Health & Wellness

An in-depth look at practical and positive lifestyle choices to improve and maintain physical, mental, and emotional health. Learners will implement and practice a set of personal strategies for improved health specific to their needs.

4. Problem Solving

Topics include problem solving, decision making, anger management, and conflict resolution within a variety of relationships

5. Reading for Life and Work

Essential skills in workplace literacy required for employment. Topics may include reading, writing, and following instructions and directions; understanding labels on food, clothing, products, and medicines; interpreting signs and notices; reading and understanding guidelines and regulations; and recognizing and understanding safety signs/symbols.

6. Math for Life and Work

Essential math skill development necessary for employment and independent living. Topics include basic math functions/operations and employability skills in money handling, time management, measurement, organizational skills for the workplace, using a calculator, and cash register etiquette.

7. Building Support Systems

This course is intended to assist students to solidify personal and community support that will enhance their working and living. This course is designed to familiarize students with significant and relevant community resources.

8. Becoming a Citizen of the World

This course is intended to enhance students' awareness and engagement in community issues. Topics will include volunteerism, social responsibility, personal contributions to community and the voting process.

Module 2 – Career Connections

1. Job Readiness I

Includes assessment of skills, interests, abilities, and appropriate working conditions; emphasis is on strong work habits in conjunction with essential skill development.

2. Job Readiness II

Topics include integration of work experience; career goal setting; skills and barriers; employment standards; union memberships; labour market; and workplace etiquette. Emphasis will be on team skills.

3. Communication

Development of communication skills required in the workplace, emphasis will be placed on verbal and non-verbal communication: appropriate greetings/introductions, use of eye contact, non-verbal behaviour, and listening skills will be practiced as a prerequisite to job interview skills. Topics covered include: handling criticism and conflict, giving and receiving feedback.

Learners will practice appropriate communications for the workplace environment and learn to distinguish between passive, assertive and aggressive behaviours. The importance of regular

attendance, punctuality, proper attitude, grooming, working with others, and taking directions will be emphasized. Professional relationships in the workplace are observed, discussed, and practiced.

4. Job Search Skills

Development of effective job search skills and strategies including resumes, references, networking, job leads, telephone and in-person contacts, interviews, letters, job applications (including on-line forms) and completing a TD1 Form.

5. Transitional Planning

Students will participate in three video-taped mock job interviews. Upon completion of this course, students will be prepared to handle one-on-one job interviews and be able to answer commonly asked interview questions.

6. Computer Studies - Fundamental

Introduction to computers, designed primarily for students with little or no computer experience. Emphasizes keyboarding and word processing.

7. Computer Studies - Intermediate Level

This course is designed to give students an introduction to word processing basics, the Internet, email, and social networking. Learners will create an email account and be introduced to the Internet and numerous search engines. It will also include a unit on computer etiquette, safety, and social networking, including Facebook.

8. Community Research

Students will research potential jobs and identify essential skills required for those jobs, research potential companies and employers, and create/modify employment portfolios (employment packages). Students will identify and create a targeted hot list of potential employers and begin job search. They will have opportunities to arrange a work experience placement with instructor guidance and support. Individual work placements provide students with practical assessments of their performance by employers and instructors. This course also explores entrepreneurial and business management skills.

Module 3 – Career Skills

1. Service Industry Skills

Development of specific skills for work in a variety of settings in the service industry; program content includes: Employment Standards and Human Rights, Customer Service, WHMIS, CPR/First Aid, Safe Food Handling, World Host, Workplace Etiquette, Occupational Health and Safety, Personality Dimensions and Service First

Module 4 – E-learning Platform

1. Learners will be able to access a 24/7 learning platform that will enhance reading and math skills necessary for the work environment.

Module 5 – Moving On Up Professional Development Day March 24 storm date March 31

Moving on Up Professional Development Day is the culmination of 17 week program. All learners will join together to hear from inspirational speakers who have overcome multiple barriers to have successful careers. This is day also include meeting with employers from the construction, hospitality, continuing care and retail industries.

Module 6 – Work Placement

All program participants will be expected to complete a 6 week work experience placement.