

Reach Forward Online Program as of March 2022

*Reach Forward focuses on the development of Employability Skills, Essential Skills for work, and Personal Management Basics. It is designed to assist participants achieve sustainable, long-term employment. **This program consists of instructor-led presentations and discussions, handouts, and assignments can be completed in as little as eight weeks. An additional week or two can be used for independent study.** A certificate of completion will be given to Reach Forward participants who have successfully met program requirements.*

Module 1 – Participants will identify their skills and job preferences and will analyze what skills will be essential to be successful in their chosen career. There will also be focus on the transferability of experiences and skills to future employment including using this information to answer interview questions with the STAR response method.

Module 2 – The focus will be on strategies to become an outstanding candidate when applying for a job, including resumes, cover letters, effective job search basics, and professional portfolio development.

Module 3 – This module contains an overview of communication skills as well as information regarding dealing with conflict at work. Needs, values, and boundaries will be discussed in addition to workplace and email etiquette.

Module 4 – Participants will explore interview preparation and how to present themselves in a way that fits job needs. Career Q & A sessions will increase participants' information regarding jobs, training and certification requirements, and will provide employment advice from people currently working in the participant's area of interest. Progress reports will be distributed to referrers.

Module 5 – Participants will gain a deeper understanding of managing information, stress, time, life and workworkplace rights and safety, effective ways to manage time, stress, and information, as well as procrastination and goal setting. Career Q & A Sessions will continue during this module.

Module 6 –The focus will be on the importance of preparing and practicing responses to interview questions as well as boosting professional image for potential employment. The significance of building and cultivating a professional network, and the effective use of social media in moving to employment will also be discussed. Practice interview sessions will be run with experienced interviewers. The participants will have subsequent debriefing sessions with the interviewers who will provide feedback and identify opportunities for improvement.

Module 7 – Critical thinking in the information age will be discussed in addition to Workplace Rights and Safety. An in-depth discussion on Marketing Yourself will support employment preparation. Practice interviews will end.

Module 8 – The importance of negotiating a job offer and developing a detailed Plan for Employment after Reach Forward will be featured. An exit meeting will be held to discuss final report details with the participant's referrer.

Independent Learning Modules – ABC Life Literacy Canada online workshops regarding financial literacy are offered. These include managing money, banking basics, how to effectively spend, borrow, save money, and shop.

To register, contact: referral@esmanitoba.ca For general information, contact Madison Smith, Program Support Assistant at 204-282-9980.