

Employ-Ability Program Schedule Outline

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|------|--|---|--|---|--|
| Week | On Line | On Line | On Line | Wellness | |
| 1 | Regional Orientation E-Learning Discussion and Norms | E-Learning and Intro to Career Development | E-Learning and Learning Styles | Introduction to Wellness in the Workplace | Personality Dimensions |
| 2 | Word, File Management, Toolbars | Identifying Transferable Skills and Interests | AM: Intro to AT videos PM: Visit to lab | Intro To Wellness Life Balance | Wellness Communications |
| 3 | On-line- Word, File Management | AM - Values Auction PM I - Quizzes | Skills, Abilities and Success Stories | Emergency Planning Connectra | Decision Making and Problem Solving |
| 4 | Using Email and Management | Interests Career Cruising | Brain Storming Mind Mapping | Minimizing Stress and Identifying Barriers | Coaches Corner and Catch Up |
| 5 | Social Media for Job Hunters | Networking and Elevator Speech | Cold Calls & Self Introduction | Wellness Assertiveness | Coaches Corner and Catch Up |
| 6 | National LMI Research | Decision Making & Goal Setting | Information Meetings with Employers | Information Meetings with Employees | Coaches Corner and Catch Up |
| 7 | Formatting and Design | Regional LMI Resources | Decision Making and Value Propositions | Wellness Nutrition | Coaches Corner and Catch Up |
| 8 | Calling Cards | Resumes | Cover Letters | Wellness Self Esteem and Self Confidence | Coaches Corner and Catch Up |
| 9 | Educational Resources | References Catch Up | Interview Skills | Oprah Show, Review Interview Preparation | Pain Management and Healthy Sleep |
| 10 | On-Line-Applications Scannable Resumes | Volunteering and Self Employment | Interview Preparation | Mock Interviews | Review of Interviews and Coaches Corner |
| 11 | Excel | Disclosure and Maintaining Employment | Action Plan | Mock Interviews | Review of Interviews and Coaches Corner |
| 12 | PowerPoint | PowerPoint and Action Plan | Action Plan / Program Feedback Survey | Graduation | |

The Neil Squire Society's Employ-Ability Program

This is a sample of the typical schedule that we use for our program. The classes are in session from 10:00 am to 3:30 pm each day. We provide accommodation for learning styles and assistive technology needs. We deliver our program online around the province for people outside of our geographic region to partner agencies and individuals both synchronously and asynchronously. We facilitate rather than teach. Our curriculum is web based and each lesson is archived so if participants wish to review the material or if they have missed a lesson, they may access it via the internet, 24 hours a day. We provide support with a Job Developer following the 12 week program to keep participants moving toward their goals whether it is full time or part time employment, education or self-employment.