



Foundations for Work

Facilitator: _____ **Phone #:** _____

The Foundations for Work module series is delivered as practical preparation for employment readiness. Participants learn and apply skills required to become successful in the workforce.

Who should participate? This series is designed for participants who are preparing to enter the labour market. The module incorporates self-assessment, education and application of theory to result in increased confidence and motivation. The development of good habits and identification and development of supports will help to prepare individuals for entry into the workplace.

Duration: The module series runs for **one week** from 9:00 am to 12:00 pm, Monday to Friday at Opportunities for Employment Inc., 4th Floor – 294 Portage Avenue, Winnipeg, Manitoba.

Program Objectives: After completing this series, the participant will be able to:

- Define emotional intelligence and the application of the term in the workplace
- Develop their level of self-awareness and self-management and review key elements of employability using self-evaluation strategies
- Enhance social awareness; identifying strategies to be able to manage themselves and their relationships effectively
- Utilize effective verbal and non-verbal communication strategies
- Identify healthy behavior and acceptable interaction dynamics
- Develop personal attitudes, aptitudes and interests, which will foster long-term success in the labour market
- Identify boundaries and know when they are necessary to use
- Develop a plan to set healthy boundaries in target areas
- Identify obstacles that may have inhibited setting boundaries in the past and develop strategies to overcome the obstacles or change thinking patterns and habits to obtain a different result.
- Understand the benefits of a support system and the role of supportive relationships
- Determine when and how to ask for help
- Develop mentorship relationships for personal and professional development
- Manage a budget and evaluate spending patterns with increased levels of financial literacy
- Find resources to assist with money matters; reducing expenses and sourcing supports in the community including food, clothing etc.

Program Requirements:

- Must be available to attend scheduled program hours

Program Subject Areas:

- Emotional Intelligence
- Communication
- Boundaries
- Building Support Systems
- Money Management

Your one week program will start: _____

Employment Consultant _____ **Phone:** _____