



World of Work

Facilitator: _____ **Phone #:** _____

The World of Work module series is designed to prepare learners for long-term success in the workplace. Job seekers in this series will gain a broad understanding of workplace expectations and job retention strategies.

Who should participate? This series is designed for job seekers who are seeking to enhance their knowledge of workplace norms, employer expectations and the habits and attitudes required for long-term success in the labour market.

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:

- Understand workplace culture and their role in that culture
- Understand employer expectations and labour market norms
- Identify their role in their community and the labour force
- Identify the impact events and trends have on themselves, their families, their communities and their work
- Understand time management and its impact on their lives; plan, set goals and deadlines
- Prioritize and be able to identify things that waste their time and things that save their time
- Avoid procrastinating; Understand the impact that wasted time has on their employer
- Understand resilience and be the resilient employee that an employer wants
- Use positive attitudes and positive thoughts to overcome negative situations
- Understand why health & wellness is important
- Identify fitness tips and understand why fitness is important
- Understand the Canada food guide and increase awareness of their own eating habits
- Identify good sleep habits
- Identify good and bad stress; Identify when stress is occurring and find ways to overcome stress
- Recognize their responsibility in being healthy and well in the workplace

Program Requirements:

- Must be available to attend scheduled program hours

Program Curriculum:

- Succeeding in Work & Life
- Work, Current Events & You
- Time Management
- Resilience
- Health & Wellness

Your one week program will start: _____

Employment Consultant _____ **Phone:** _____