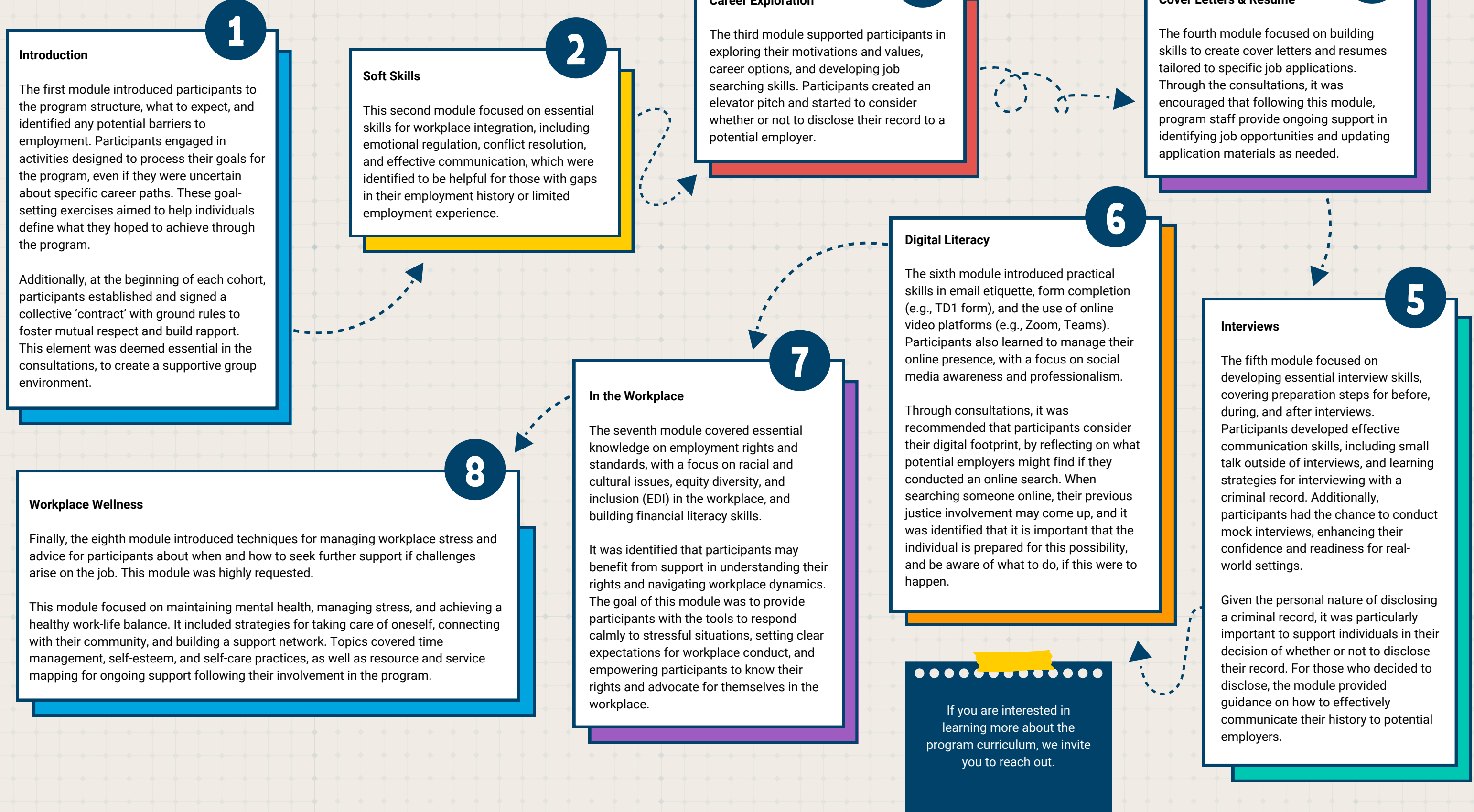


Program Modules



1 Introduction

The first module introduced participants to the program structure, what to expect, and identified any potential barriers to employment. Participants engaged in activities designed to process their goals for the program, even if they were uncertain about specific career paths. These goal-setting exercises aimed to help individuals define what they hoped to achieve through the program.

Additionally, at the beginning of each cohort, participants established and signed a collective 'contract' with ground rules to foster mutual respect and build rapport. This element was deemed essential in the consultations, to create a supportive group environment.

2 Soft Skills

This second module focused on essential skills for workplace integration, including emotional regulation, conflict resolution, and effective communication, which were identified to be helpful for those with gaps in their employment history or limited employment experience.

3 Career Exploration

The third module supported participants in exploring their motivations and values, career options, and developing job searching skills. Participants created an elevator pitch and started to consider whether or not to disclose their record to a potential employer.

4 Cover Letters & Resume

The fourth module focused on building skills to create cover letters and resumes tailored to specific job applications. Through the consultations, it was encouraged that following this module, program staff provide ongoing support in identifying job opportunities and updating application materials as needed.

5 Interviews

The fifth module focused on developing essential interview skills, covering preparation steps for before, during, and after interviews. Participants developed effective communication skills, including small talk outside of interviews, and learning strategies for interviewing with a criminal record. Additionally, participants had the chance to conduct mock interviews, enhancing their confidence and readiness for real-world settings.

Given the personal nature of disclosing a criminal record, it was particularly important to support individuals in their decision of whether or not to disclose their record. For those who decided to disclose, the module provided guidance on how to effectively communicate their history to potential employers.

6 Digital Literacy

The sixth module introduced practical skills in email etiquette, form completion (e.g., TD1 form), and the use of online video platforms (e.g., Zoom, Teams). Participants also learned to manage their online presence, with a focus on social media awareness and professionalism.

Through consultations, it was recommended that participants consider their digital footprint, by reflecting on what potential employers might find if they conducted an online search. When searching someone online, their previous justice involvement may come up, and it was identified that it is important that the individual is prepared for this possibility, and be aware of what to do, if this were to happen.

7 In the Workplace

The seventh module covered essential knowledge on employment rights and standards, with a focus on racial and cultural issues, equity diversity, and inclusion (EDI) in the workplace, and building financial literacy skills.

It was identified that participants may benefit from support in understanding their rights and navigating workplace dynamics. The goal of this module was to provide participants with the tools to respond calmly to stressful situations, setting clear expectations for workplace conduct, and empowering participants to know their rights and advocate for themselves in the workplace.

8 Workplace Wellness

Finally, the eighth module introduced techniques for managing workplace stress and advice for participants about when and how to seek further support if challenges arise on the job. This module was highly requested.

This module focused on maintaining mental health, managing stress, and achieving a healthy work-life balance. It included strategies for taking care of oneself, connecting with their community, and building a support network. Topics covered time management, self-esteem, and self-care practices, as well as resource and service mapping for ongoing support following their involvement in the program.

If you are interested in learning more about the program curriculum, we invite you to reach out.