

GREEN RETROFIT IMMERSIVE TRAINING



FACILITATOR GUIDE

WEEK 1

GOAL SETTING

Session Planning Guide

In this session, participants will be introduced to the goal setting & action planning process, and learn how these two aspects relate to work, school, family and career.

They will also learn to assess their abilities, strengths, weaknesses, and assets.

Training Objective

To assist participants in identifying their goals and determining the skills needed to achieve them. They will also learn to create a preliminary action plan.

Individual Assignment

Each student will complete a **Goal Setting Inventory** handout to layout 5 goals that they would like to achieve within the next 5 years and the existing skills that relates to each goal listed.

Material / Resources Needed: Customized Student Handouts; Goal Setting video and/or article; Computer, Projector, Internet Access; Pocket Folder to store handouts.

Lesson Plan

The Challenge

Participants will be challenged to develop an action plan listing short and long-term goals and determine what they need to do to individually to successfully achieve them. Additionally, they will identify 5 existing skills that they possess and determine whether those skills will assist them in achieving their goals. If not, the participants will be challenged to identify what additional skills they need to achieve their goal.

Review and Assess

The students will review their selections in the Goals Inventory handout, compare them to their top five lists and assess whether their goals are practical, realistic, and within reach.

Individual Activity

Based on the information provided, the participants will draft an **Action Plan**.

Closing Activity

Participants will participate in a brainstorming exercise to discuss how their goals translate into the career planning and how their participation in this program will assist them in acquiring the skills that they need to successfully achieve their goals and/or their potential job role.

Skills developed:

- Self-Reflection
- Critical thinking
- Action Planning

WEEK 1
PROGRAM ORIENTATION
Training Schedule
Session 1

TIME	DURATION	TOPIC	ACTIVITY
8:30 AM	30 min	Program Overview	Job Readiness training categories <ul style="list-style-type: none"> • Resume Development • Interview Preparation • Written Communication (email & cover letters) • Workplace Professionalism (Soft-Skills) <ul style="list-style-type: none"> ○ Goal-Setting ○ Decision making / Problem-Solving ○ Praise, Criticism or Feedback ○ Communication ○ Teamwork
9:00 AM	30 min	Ice Breaking Activity	TBD (suggestion: Intros / Name Game)
9:30 AM	15 min	Break	
9:45 AM	30 min	Group Workshop Activity	The facilitator will conduct a brief discussion on Goal Setting and Action Planning.
	15 min	Group Workshop Activity	Goal Setting Video & Discussion
1 hour	1 hour	Individual Activity	Goal Setting Handout
Noon	1 hour	Lunch	
1PM	30 min	Ice Breaking Activity	TBD (Following Instructions - Soft Skills Workbook p.30)
1:30 PM	1 hour	Individual Workshop Activity	Participants will select one occupation (in the industry that they are being trained in) to write about with specific findings such as: job outlook, salary range, job duties, growth potential, education, hiring companies and skills needed for this position. This could be the beginning of an on-going assignment with an oral presentation given in a future session.
2:30 PM	15 min	Break	
2:45 PM	15 min	Group Activity	Participants will read an article or view a video on Action Planning.
3:00 PM	30 min	Closing Group Activity – Open discussion	Participants discuss the video and will share with the class: <ul style="list-style-type: none"> • how the suggestions discussed can assist them in achieving their goals; • what they must do to meet the timeline for each goal listed; and • how this program can assist them in achieving their goals; • the obstacles that may prevent them from completing the program; and • how they plan to overcome those obstacles.

WEEK 2

WORKPLACE PROFESSIONALISM

VALUES INVENTORY

Session Planning Guide

In this session, participants will be trained to develop an understanding of workplace communication and the difference between workplace values and personal values.

Training Objective

To provide participants with a basic understanding of workplace communication, values and ethics and assist them in understanding how their skills and values can influence their success in the workforce.

Individual Assignment

Each student will complete a **Values Assessment**.

Material / Resources Needed: Customized Student Handouts and Workplace Values & Ethics Video; Laptop, Projector, Internet Access, email, and cover letter templates.

Lesson Plan

The Challenge

After watching a video on workplace values, the participants will be challenged to determine how their values compare or differ from those of employers.

Think-Pair-Share

Participants will be placed in pairs (serving as the employee & employer) and given scenarios addressing workplace ethics & values issues. Participants will engage in an open discussion about the group activity and how their counterparts responded to the issues presented.

Closing Activity

Participants will engage in an open discussion about the topics covered in this session as well as how they can contribute to support an ethical and positive work environment.

Skills developed:

- Self-Assessment
- Critical thinking
- Note-taking
- Communication

WEEK 2
WORKPLACE PROFESSIONALISM
VALUES INVENTORY
Training Schedule
Session 2

TIME	DURATION	TOPIC	ACTIVITY
8:30 AM	30 min	Ice Breaking Activity	TBD (suggestion: Decision-making)
9:00 AM	30 min	Session Overview	The facilitator will conduct a brief discussion on Workplace Ethics and Values .
9:30 AM	1 hour	Individual Activity	Participants will complete the Values Inventory handout.
10:30 AM	15 min	Break	
10:45 AM	15 min	Group Workshop Activity	Participants will watch a video on Workplace Values .
11:00 AM	1 hour	Group Workshop Activity	Participants will engage in a group discussion on the topics discussed in the video and assess how their values compare with those referenced in the video.
NOON	1 hour	Lunch Break	
1 PM	30 min	Intro to Business Communication	The facilitator will provide an overview on Workplace Communication with a focus on email etiquette & communication.
1:30 PM	1 hour	Individual Activity: Email & Cover Letter Development	Participants will be provided with an email and cover letter to review and draft an email cover letter for a fictional job role. Article to read: <ul style="list-style-type: none"> • Which Written Communication Skills Are Important in the Workplace? Indeed.com
2:30 PM	15 min	Break	
2:45 PM	1 hour	Group Workshop Activity (Mock Scenarios)	Participants will be placed in pairs (serving as the employee & employer) and given scenarios addressing workplace ethics issues.
3:45 PM	15 min	Closing Activity – Open / Roundtable discussion	Participants will engage in an open discussion about the topics covered in this session, with an emphasis on: <ul style="list-style-type: none"> • Workplace ethics & how their values compare or differ with those expected in the workplace; and • what type of changes they need to make (if any) to align their values with those expected by employers.

WEEK 3

RESUME DEVELOPMENT (Phase 1)

Session Planning Guide

In this session, students will be introduced to the resume development process, and develop a 1 page resume to document their educational achievement and work related experience.

Training Objective

To teach participants how to incorporate their skills and work experience into a resume.

Individual Assignment

Each student will create a resume that documents their skills and work experience.

Material / Resources Needed: Online Skill Assessment (TBD); Resume Template; Completed Student Handouts and Workplace Values & Ethics Video; Laptop, Projector, Internet Access

Lesson Plan

The Challenge

Participants will be challenged to develop a personal information profile to document their work history, references and related information required on a standard employment application. They will also be challenged to thoroughly and neatly complete an employment application. They will then incorporate this information into a resume. They will also identify how their values and existing skills (entered in previous handouts) compare or differ with those expected in the job role that they are being prepared to fill. If not, the participants will be challenged to identify what additional skills they need to acquire to succeed in that position and add them to their Action Plan.

Think-Pair-Share

Participants will be placed in pairs to review and provide feedback on their resumes.

Closing Activity

Participants will discuss & share with the class how their resume development process went and what they may need to work on to enhance their resume.

Skills developed:

- Completing an employment application
- Written & Verbal Communication
- Note taking
- Presentation

WEEK 3

RESUME DEVELOPMENT (Phase 1)

Training Schedule

Session 3

TIME	DURATION	TOPIC	ACTIVITY
8:30 AM	30 min	Ice-breaking Activity	TBD (Handling Praise, Criticism, Feedback)
9:00 AM	30 min	Workplace Professionalism	The facilitator will provide a brief overview on handling praise, criticism, and feedback.
9:30 AM	1 hour	Group Workshop Activity (Mock Scenarios)	Participants will be placed in pairs (serving as the employee & employer) to conduct a criticism & feedback exercise.
10:30 AM	15 min	Break	
10:45 AM	1 hour	Resume Development	The facilitator will provide an introduction to the resume development process, with a focus on formats, types and key sections. Additional topics to be discussed are: <ul style="list-style-type: none">• Action verbs• Writing a professional objective• Summarizing their experience• Documenting their education and training• Highlighting any awards or credentials
Noon	1 hour	Lunch Break	
1 PM	1 hour	Individual Workshop Activity	Participants will be provided with several articles to read and access to sample resume templates and begin to develop a resume. <ul style="list-style-type: none">• What Is a Warehouse Clerk Resume? (With Tips and Example) Indeed.com Canada• How to Write a Roofer Resume (With Template and Examples) Indeed.com Canada
2 PM	1 hour	Individual Workshop Activity: Email & Cover Letter Development	Participants will draft a cover letter for a fictional job role. Article to read: <ul style="list-style-type: none">• How to Write a Cover Letter (With Tips) Indeed.com
3 PM	15 min	Break	
3:15 PM	45 min	Closing Activity – Open / Roundtable discussion	Participants will discuss & share with the class how their resume development process went and what they may need to work on to enhance their resume.

WEEK 4

RESUME DEVELOPMENT (Phase 2)

Session Planning Guide

In this session, participants will learn how to format and finalize their resume and cover letters.

Training Objective

To assist participants in formatting, enhancing & fine tuning their cover letter (email & letter format) and resume.

Please note: for those who do not have an email account, they will also learn how to create one.

Individual Assignment

Each student will utilize the information provided in the last session to format, enhance and fine tune their cover letters (email & letter version) and resume.

Material / Resources Needed: Cover letters, email samples and resume templates; Computer, Projector, Internet Access

Lesson Plan

The Challenge

Participants will be challenged to utilize the information provided in previous sessions to create a final version of their cover letter and resume.

Think-Pair-Share

Utilizing skills learned in the “Handling Praise, Criticism & Feedback” exercise in the previous session, participants will be placed in pairs to provide feedback to share and provide feedback on the resumes developed by their counterparts. If not, they will offer suggestions on what can be done to enhance their resume.

Closing Activity

Participants will consider the information explored during this Session and will participate in a brief brainstorming exercise to identify sources that they would need to find out more about the role/position that they are being trained to acquire.

Skills developed:

- Resume Development
- Handling Praise, Criticism & Feedback
- Researching

WEEK 4
RESUME DEVELOPMENT (Phase 2)
Training Schedule
Session 4

TIME	DURATION	TOPIC	ACTIVITY
8:30 AM	30 min	Ice Breaking Activity	TBD (suggested: Time Management)
9:00 AM	1 hour	Program Overview	The facilitator will continue to discuss the importance of Business Communication. Topics discussed: <ul style="list-style-type: none"> • Workplace Etiquette • Telephone Etiquette • Time Management • Note Taking • Teamwork
9:30 AM	1 hour	Resume Development, Cover Letter Review & Updates	1 – 1 session with facilitator Participants will incorporate the updates and feedback received from their 1-1 session into their resume.
11 AM	15 min	Break	
11:15 AM	45 min	Workplace Communication	Participants will draft an email communication to a: <ul style="list-style-type: none"> • Supervisor • Co-worker and/or • Potential Employer *Topics to be provided.
Noon	1 hour	Lunch Break	
1 PM	1 hour	Group Workshop Activity (Mock Scenarios)	TBD (suggested activity) Participants will finalize the emails started before the break and be placed in pairs to assume the roles of Supervisor, Co-worker and Potential employer to respond to the email correspondence received from their counterparts.
2:00 PM	1 hour	Individual Workshop Activity	TBD (suggested activity) Participants will finalize their resume, create and send an email cover letter with their final resume as an attachment to the facilitator and cc it to the Project Manager for review.
3:00 PM	1 hour	Closing Activity – Open discussion	Participants will discuss & share with the class their understanding of workplace etiquette and communication, and what they need to work on to enhance and/or improve their communication style. They will also discuss the benefits and results of this exercise.

WEEK 5

INTRO TO SOCIAL MEDIA

Session Planning Guide

In this session, participants will learn the benefits of using social media to support their job search efforts.

Training Objective

To teach participants how Social Media can be used to research employers, market themselves, network and to create a Social Media profile.

Individual Assignment

Each student will create a LinkedIn profile and conduct research on an assigned employer/company.

Material / Resources Needed: Computer, Projector, Computer, Projector, Internet Access

Lesson Plan

The Challenge

Participants will be challenged to review and incorporate the contained in their resume and create a LinkedIn profile. They will also be challenged to utilize several social media platforms to research employers and company information.

Show Time

Participants will share their final profile with the class for review and feedback.

Think-Pair-Share

Participants will be placed in pairs and assigned to utilize social media to research specific information on one company, compile the information acquired and share that information with the class.

Closing Activity

Participants will engage in an open discussion about how each Social Media platforms can be used to assist them in their job preparation process.

Skills developed:

- Critical thinking
- Researching
- Note taking
- Teamwork

WEEK 5
INTRO TO SOCIAL MEDIA
Training Schedule
Session 5

TIME	DURATION	TOPIC	ACTIVITY
8:30 AM	30 min	Ice Breaking Activity	Problem-Solving and Handling Conflicts at work
9 AM	1 hour		Participants will read the following articles on handling conflicts at work: <ul style="list-style-type: none"> • Tell Me About a Time You Had a Conflict at Work Indeed.com • 5 Conflict Management Styles (And How to Use Them) Indeed.com • Tips for Dealing with Interpersonal Conflict at Work Indeed.com
10 AM	15 min	Break	
10:15 AM	45 min	LinkedIn Overview	The facilitator will provide an overview of LinkedIn and how it can be used to market themselves, research employers. Additional topics to be discussed: <ul style="list-style-type: none"> • networking strategies and methods.
11:00 AM	1 hour	Individual Workshop Activity	Participants will use their resume to create a LinkedIn profile
Noon	1 hour	Lunch Break	
1 PM	30 min	Individual Workshop Activity	Participants will continue to work on their LinkedIn profile.
1:30 PM	45 min	Group Workshop Activity	Participants will share their LinkedIn profile with the class for review, feedback and discussion.
2:15 PM	15 min	Break	
2:30 PM	30 min	Twitter & Instagram	The facilitator will provide an overview of how Instagram and Twitter can be used to research employers.
3:00 PM	45 min	Group Workshop Activity	Participants will be placed in pairs and assigned to utilize social media to research specific information on one company, compile the information acquired and share that information with the class.
3:45 PM	15 min	Closing Activity – Open discussion	TBD (suggested activity) Participants will engage in an open discussion about how each Social Media platform can be used to assist them in their job preparation process.

WEEK 6

INTERVIEWING PREP (Part 1)

Session Planning Guide

In this session, participants will be trained on basic interview strategies and techniques.

Training Objective

To provide participants with basic strategies and techniques to feel confident and relaxed in a job interview.

Group Assignment

Participants will be placed in groups and engage in an interview simulation, both of which will assume the role of the employee and the employer.

Material / Resources Needed: A list of questions and potential answers encounter in interviews; Video Camera; Computer, Projector, Internet Access

Lesson Plan

The Challenge

Participants will be challenged to participate in interview simulations as both the employee and employer. They will also be challenged to critique each other's performance.

Show Time

Participants will share the interview recording with the class.

Think-Pair-Share

Based on the information provided, the participants will vote on whether the interview session was successful. If not, they will offer suggestions on what could be done to improve the outcome.

Closing Activity

Participants will consider the information explored during this Session and will participate in a brief discussion on what they can do to ensure that they have a successful interview session.

Skills developed:

- Interviewing techniques
- Verbal Communication
- Note taking

WEEK 6
INTERVIEW PREPARATION (Phase 1)
Training Schedule
Session 6

TIME	DURATION	TOPIC	ACTIVITY
8:30 AM	30 min	Ice Breaking Activity	TBD (suggested activity – Teamwork)
9:00 AM	1 hour	The Interview Process	The facilitator will discuss how to prepare for an interview; key questions to prepare for and key questions to ask during the interview.
9:30 AM	1 hour	Individual Workshop Activity	Participants will be provided with a list of interview questions to review and write their responses.
10:30 AM	15 min	Break	
10:45	1 hour	Group Workshop Activity	Participants will watch several short videos on interviewing techniques and will engage in an open discussion about the information provided and their individual interview experiences. Suggested article: <ul style="list-style-type: none"> • Fun Facts About Yourself Examples Indeed.com Canada
Noon	1 hour	Lunch Break	
1 PM	30 min	Individual Activity Interview Preparation: Q1	Participants will tackle the 1st question usually asked: “Tell me about yourself” by writing a 2 minute response.
1:30 PM	30 min	Group Workshop Activity	Participants will be placed in pairs (serving as the employee & employer) to review their partners resume and practice their response to the 1st question “Tell me about yourself.”
2 PM	30 min	Individual Activity	Participants will create a list of questions to ask the assigned company that they researched in the previous session. Suggested resource: <ul style="list-style-type: none"> • https://www.youtube.com/watch?v=P0sew9TB PJO
2 :30	90 min	Group Workshop Activity (Mock Interviews)	Participants will be placed in pairs (serving as the employee & employer) to conduct mock interview sessions.
3:30 PM	30 min	Closing Activity – Open discussion	TBD (suggested activity) Participants will engage in an open discussion about their mock interview sessions and what improvements are needed.

WEEK 7

INTERVIEWING PREP (Part 2)

Session Planning Guide

In this session, participants will demonstrate their ability to apply interview strategies and techniques provided in the previous workshop.

Training Objective

To provide participants with the knowledge, skills and techniques needed to enhance their confidence during the job interview process.

Individual Assignment

Participants will perform mock interview simulations with the facilitator.

Material / Resources Needed: Video Camera; Computer, Projector, Internet Access, Interview questions.

Lesson Plan

The Challenge

Participants will be challenged to finalize all materials developed (resume, cover letter, company research, and thank you letter) and participate in a mock interview session with the facilitator.

Participants will draft and send a thank you letter via email to the facilitator and Project Manager after the interview is complete.

Closing Activity

Participants will consider the activities conducted during this session and will participate in a brief discussion on what they can do to ensure that they have a successful interview session.

Skills developed:

- Interviewing skills
- Written & Verbal Communication
- Presentation
- Self-Assessment

WEEK 7

INTERVIEWING PREP (Part 2)

Session Planning Guide

TIME	DURATION	TOPIC	ACTIVITY
8:30 AM	30 min	Ice Breaking Activity	TBD (suggested activity – TBD)
9:00 AM	1 hour	The Interview Process	The facilitator will discuss how to follow-up with an employer after the interview and provide the participants with sample cover letters to review.
9:30 AM	30 min	Individual Workshop Activity	Participants will read an article and draft a thank you letter to the fictional company that they were assigned. <ul style="list-style-type: none"> • How to Write a Thank You Email After a Phone Interview (With Examples) Indeed.com
10:30 AM	15 min	Break	
10:45	1 hour	Group Workshop Activity	Participants will watch several short videos or read an article on follow-up techniques (after the interview) and will engage in an open discussion about the information provided.
Noon	1 hour	Lunch Break	
1 PM	1 hour	Individual Workshop Activity Interview Preparation: Key Questions	Participants will enhance their responses to the remaining key questions and fine tune their research on the fictional company they were assigned.
2 PM	90 min	Individual Workshop Activity	Participants will finalize all materials developed (resume, cover letter and company research) and participate in a mock interview session with the facilitator.
3:30 PM	30 min	Closing Activity – Open discussion	TBD (suggested activity) Participants will engage in an open discussion about their formal mock interview sessions and what improvements are needed.

WEEK 8

WORKPLACE PROFESSIONALISM

(Putting it all together)

Session Planning Guide

In this session, participants will demonstrate their ability to finalize all materials and apply the knowledge and lessons learned to prepare them for the workforce.

Training Objective

To ensure that the participants can utilize all the tools and resources provided in this course to assist them in acquiring, securing, and sustaining employment.

Individual Assignment

Participants will incorporate all of the feedback received to fine tune and enhance all of the materials that they've developed (Action Plan, Resume, Cover letter, Thank You letter, Linked In Profile, Twitter & Instagram profile - if created).

Material / Resources Needed: Interview questions, Computer, Projector, Internet Access

Lesson Plan

The Challenge

Participants will be challenged to utilize all of the information and feedback acquired to fine tune and enhance all of the materials that they've developed (Action Plan, Resume, Cover letter, Thank You letter, Linked In Profile, Twitter & Instagram profile - if created) and review them with the facilitator.

Closing Activity

Participants will discuss their experience during the last 8 workshop sessions, assess their progress and discuss the benefits and results of this program.

Skills developed:

- Self-reflection and assessment
- Portfolio creation
- Successful Program Completion

WEEK 8
WORKPLACE PROFESSIONALISM
(Putting it all together)
Session Planning Guide

TIME	DURATION	TOPIC	ACTIVITY
8:30 AM	30 min	Ice Breaking Activity	TBD (suggested activity – self-reflection)
9:00 AM	90 min	Individual Workshop Activity	Participants will incorporate all of the feedback received to fine tune and enhance all of the materials that they've developed (Action Plan, Resume, Cover letter, Thank you letter, Linked In Profile, Twitter & Instagram profile - if created).
10:30 AM	15 min	Break	
10:45 AM	1 hour	Individual Workshop Activity	Participants will read several articles: <ul style="list-style-type: none"> • What to Do if You Started a New Job and You're Struggling Indeed.com • Importance of Understanding Responsibilities at Work Indeed.com • Work Effectively With Others Indeed.com
Noon	1 hour	Lunch Break	
1 PM	90 min	Individual Workshop Activity 1 – 1 session	Participants will participate in a 1 – 1 session to review all of the materials created over the last 8 sessions with the facilitator
2:30	60 min	Group Workshop Activity	Participants will present their final LinkedIn profile page and any other social media pages with the class.
3:30 PM	30 min	Closing Activity – Open discussion	TBD (suggested activity) Participants will discuss their experience during the last 8 workshop sessions, assess their progress and discuss and discuss the benefits and results of this program.