



Facilitator Guide: Employment Essentials

Gain the skills needed to find, keep, and transition from a job. This dimension covers job search strategies, workplace navigation, excelling in a role, and managing career transitions.

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Module: Creating a Job Search Toolkit

Overview

This module covers where to find job openings, strategies for deciding if a job is a good fit, and how to create a resume, cover letter, and reference list.

Objective

This module supports youth with disabilities in building the knowledge, skills, and tools to search for job opportunities, as well as create resumes, cover letters, and reference lists.

This Guide

This facilitator guide provides an outline for running an employment learning workshop or lesson for youth with disabilities based on the **Creating a Job Search Toolkit module** in the **Employment Essentials workbook**. It highlights key points from the module in a structured and practical way, offering step-by-step instructions for group activities and discussion.

This stand-alone guide is ready to use, but it does not cover the entire module. For full module learning, additional activities, and more examples, we recommend providing participants with the **Employment Essentials workbook** at the end of your workshop/lesson. Find the workbook in the downloads section at canworkbc.ca/downloads.

Facilitator Considerations

- Consider offering one-to-one coaching for students or participants who may need extra support in creating professional resumes and cover letters.

Facilitation Plan	
10 minutes	Introduction
20 minutes	Activity
10 minutes	Reflection
10 minutes	Discussion

Introduction (10 minutes)

Introduce participants to the content:

- Ask participants to take a moment to think about what a job search toolkit might be and share ideas with the group.
- Share that creating a strong job search toolkit is important for successfully navigating the job market. Learning skills for job searching and creating application materials can improve your chances in the job search.

Job search toolkit: The information, skills, and materials you need to find and apply for a job.

Activity (20 minutes)

See pages 18–36 of the **Employment Essentials workbook** for additional content related to this activity.

Before the Activity

Gather the following materials:

- Internet access for research or a bank of sample cover letters and resume templates.
- Access to a word processing platform (e.g., Google Docs, Microsoft Word) or pen and paper.

During the Activity

Have participants complete the following:

- Explore different resume and cover letter formats by researching various samples online or reviewing a provided bank of templates.
- Make observations about different formats and identify formats that best match their skills and experience.
- **Optional:** Have youth create a personal resume and cover letter template for future job applications.

Reflection (10 minutes)

Ask participants to reflect on a few of the following questions:

- What is the purpose of a resume and a cover letter?
- Where can you search for job opportunities that align with your interests and skills?
- How can networking or reaching out to people in your community help you find job opportunities?
- What strategies can you use to make your resume and cover letter stand out to potential employers?
- Why is it important to regularly update your resume and cover letter?

Discussion (10 minutes)

Bring the group back together and invite participants to share:

- Their thoughts on one or more of the questions.
- The next step they will take to use what they learned.

Additional Learning

At the end of the session, encourage participants to explore the workbook to reinforce what they've learned and keep going with more! Check out the **Creating a Job Search Toolkit module** in the **Employment Essentials workbook**. Find the workbook in the downloads section at canworkbc.ca/downloads.

You can also share **CanWork BC** youth tool, a virtual employment support tool that offers this learning in an engaging way. It's a great resource for youth to explore at their own pace, providing support throughout every step of their employment journey. Check out the youth tool at portal.canworkbc.ca.



Module: Applying for Job Opportunities

Overview

This module covers how to apply to jobs and what to do before, during, and after an interview.

Objective

This module supports youth with disabilities in building the knowledge and skills to confidently navigate the job application process, including researching companies, tailoring application materials, preparing for and completing interviews, and handling post-application steps.

This Guide

This facilitator guide provides an outline for running an employment learning workshop or lesson for youth with disabilities based on the **Applying for Job Opportunities module** in the **Employment Essentials workbook**. It highlights key points from the module in a structured and practical way, offering step-by-step instructions for group activities and discussion.

This stand-alone guide is ready to use, but it does not cover the entire module. For full module learning, additional activities, and more examples, we recommend providing participants with the **Employment Essentials workbook** at the end of your workshop/lesson. Find the workbook in the downloads section at canworkbc.ca/downloads.

Facilitator Considerations

- Consider incorporating role-playing activities where students or participants can practice different interview scenarios in a safe and supportive environment.
- Consider sharing specialized resources or coaching on interview techniques that focus on strategies for individuals with disabilities.

Facilitation Plan	
10 minutes	Introduction
20 minutes	Activity
10 minutes	Reflection
10 minutes	Discussion

Introduction (10 minutes)

Introduce participants to the content:

- Explain that an interview is a meeting where an employer evaluates whether a candidate is a good fit for a job. It's also an opportunity for the candidate to assess whether the company is a good fit for them.
- Emphasize that an interview is a chance to showcase skills and personality, and that knowing how to navigate an interview is key to securing a job.
- Ask participants to reflect on what they already know about successful interviews and share their ideas with the group.

Activity (20 minutes)

See pages 54–76 of the **Employment Essentials workbook** for additional content related to this activity.

Before the Activity

Make sure you have the following materials:

- Internet access for research or a bank of strategies to prepare for an interview.
- Sample list of common interview questions and approaches for answering them.
- Access to a digital or physical document creation platform (e.g., Google Docs, Microsoft Word,) or paper and pens.

During the Activity

Have participants complete the following:

- Create a personal interview preparation checklist outlining the steps they would take to prepare for an interview.
 - *Example: Researching the company, planning transportation, preparing for common interview questions, or preparing questions to ask the interviewer.*
- Prepare sample answers to commonly asked interview questions.

Reflection (10 minutes)

Ask participants to reflect on a few of the following questions:

- How can you tailor your resume and cover letter to a specific job?
- How can you organize and track the jobs you've applied for?
- What are some common interview questions and how can you tailor your answers to highlight your skills and experiences?
- How can you handle unexpected or difficult questions during an interview?
- How can you take care of your wellbeing during the job application process, especially when facing rejection or setbacks?

Discussion (10 minutes)

Bring the group back together and invite participants to share:

- Their thoughts on one or more of the questions.
- The next step they will take to use what they learned.

Additional Learning

At the end of the session, encourage participants to explore the workbook to reinforce what they've learned and keep going with more! Check out the **Applying for Job Opportunities module** in the **Employment Essentials workbook**. Find the workbook in the downloads section at canworkbc.ca/downloads.

You can also share **CanWork BC** youth tool, a virtual employment support tool that offers this learning in an engaging way. It's a great resource for youth to explore at their own pace, providing support throughout every step of their employment journey. Check out the youth tool at portal.canworkbc.ca.



Module: Starting a New Job

Overview

This module covers how to accept a job offer and navigate the onboarding process, including understanding what is expected in a new role and building relationships with coworkers.

Objective

This module supports youth with disabilities to build the knowledge, skills, and tools to successfully navigate the job onboarding process, understand workplace expectations, and build positive professional relationships.

This Guide

This facilitator guide provides an outline for running an employment learning workshop or lesson for youth with disabilities based on the **Starting a New Job module** in the **Employment Essentials workbook**. It highlights key points from the module in a structured and practical way, offering step-by-step instructions for group activities and discussion.

This stand-alone guide is ready to use, but it does not cover the entire module. For full module learning, additional activities, and more examples, we recommend providing participants with the **Employment Essentials workbook** at the end of your workshop/lesson. Find the workbook in the downloads section at canworkbc.ca/downloads.

Facilitator Considerations

- Consider facilitating open conversation in your workshop or classroom about the importance of accommodations, emphasizing that they are vital for creating an inclusive workplace.
- Consider incorporate role-playing activities where students or participants can practice requesting workplace accommodations in a safe and supportive environment.

Facilitation Plan	
10 minutes	Introduction
20 minutes	Activity
10 minutes	Reflection
10 minutes	Discussion

Introduction (10 minutes)

Introduce participants to the content:

- Share that the onboarding process at a new job is important because it helps you feel more comfortable and prepared and sets the stage for your experience in the workplace.
- Ask participants to take a moment to think about what they know about job onboarding and share ideas with the group.
- Introduce the topic of disclosure and accommodations.
- Share that deciding whether to disclose a disability and request workplace accommodations is an important part of starting a new role.

Workplace accommodations are where changes are made to rules, policies, practices or physical environments through an accommodation process. Workplace accommodations remove barriers to allow employees to fully participate in the workplace.

- Learn more at:
<https://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/work-arrangements/accommodation-information>

Activity (20 minutes)

See pages 82, 83, 89, and 90 of the **Employment Essentials workbook** for additional content related to this activity.

Before the Activity

Gather the following materials:

- Access to resources about disability and disclosure in the workplace.
- Examples of workplace accommodations, find examples at: <https://askjan.org/a-to-z.cfm>
- Steps for requesting workplace accommodations, find them at: <https://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/work-arrangements/accommodation-information>

During the Activity

Have participants complete the following:

- Research considerations for disclosing a disability in the workplace, common workplace accommodations, and how to ask for workplace accommodations.
- Create a personal workplace disclosure and accommodation plan using the examples of common workplace accommodations and steps for requesting accommodations.

Reflection (10 minutes)

Ask participants to reflect on a few of the following questions:

- What strategies can you use to introduce yourself to your new employer and coworkers effectively?
- What are some considerations for deciding to disclose your disability to employers?
- What strategies can you use to ask for accommodations in a way that feels comfortable for you?

Discussion (10 minutes)

Bring the group back together and invite participants to share:

- Their thoughts on one or more of the questions.
- The next step they will take to use what they learned.

Additional Learning

At the end of the session, encourage participants to explore the workbook to reinforce what they've learned and keep going with more! Check out the **Starting a New Job module** in the **Employment Essentials workbook**. Find the workbook in the downloads section at canworkbc.ca/downloads.

You can also share **CanWork BC** youth too, a virtual employment support tool that offers this learning in an engaging way. It's a great resource for youth to explore at their own pace, providing support throughout every step of their employment journey. Check out the youth tool at portal.canworkbc.ca.



Module: Navigating the Workplace

Overview

This module covers managing daily work tasks, understanding workplace expectations, growing in your role, and managing common workplace challenges.

Objective

This module supports youth with disabilities in building the knowledge and skills to navigate workplace standards, grow in their role, and manage workplace challenges effectively.

This Guide

This facilitator guide provides an outline for running an employment learning workshop or lesson for youth with disabilities based on the **Navigating the Workplace module** in the **Employment Essentials workbook**. It highlights key points from the module in a structured and practical way, offering step-by-step instructions for group activities and discussion.

This stand-alone guide is ready to use, but it does not cover the entire module. For full module learning, additional activities, and more examples, we recommend providing participants with the **Employment Essentials workbook** at the end of your workshop/lesson. Find the workbook in the downloads section at canworkbc.ca/downloads.

Facilitator Considerations

- Consider integrating real-world examples into lessons or workshops to provide students or participants with a practical understanding of workplace expectations and dynamics.
- Consider offering resources on understanding workplace expectations tailored for people with disabilities.

Facilitation Plan	
10 minutes	Introduction
20 minutes	Activity
10 minutes	Reflection
10 minutes	Discussion

Introduction (10 minutes)

Introduce participants to the content:

- Share that workplace standards are expectations for professional behaviour, workplace culture, and communication.
- Explain that understanding workplace standards is important because understanding workplace standards is essential for success in any job, as they shape your interactions with others and support professional growth.
- Ask participants to think about any workplace standards they are familiar with and share ideas with the group.

Activity (20 minutes)

See pages 109–120 of the **Employment Essentials workbook** for additional content related to this activity.

Before the Activity

Gather the following materials:

- Information on workplace expectations and professional communication (see pages 109–114 of the **Employment Essentials workbook** for examples).
- Various examples workplace situations (see pages 115–120 of the **Employment Essentials workbook** for examples).

During the Activity

Have participants complete the following:

- Read information about workplace expectations and tips for professional communication.
- Explore various workplace situations and determine how they would respond, using the information above as needed.
- Reflect on their responses and discuss them with a peer.

Reflection (10 minutes)

Ask participants to reflect on a few of the following questions:

- What are some examples of workplace expectations, and how can you meet them?
- What strategies can you use to manage your time and complete your tasks at work?
- What are some common workplace challenges, and how can you approach them?
- Why is feedback important, and how can asking for feedback help you grow in your role?
- What strategies can you use to communicate with your coworkers and supervisors clearly?

Discussion (10 minutes)

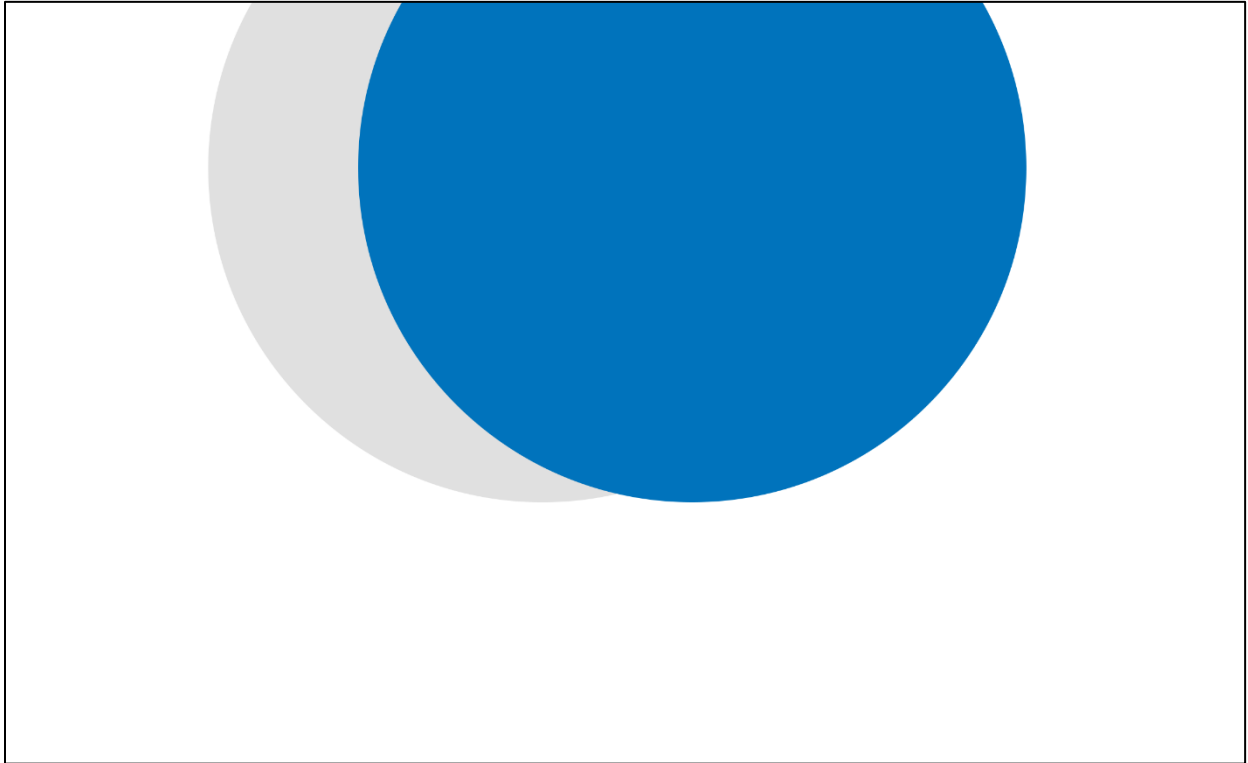
Bring the group back together and invite participants to share:

- Their thoughts on one or more of the questions.
- The next step they will take to use what they learned.

Additional Learning

At the end of the session, encourage participants to explore the workbook to reinforce what they've learned and keep going with more! Check out the **Navigating the Workplace module** in the **Employment Essentials workbook**. Find the workbook in the downloads section at canworkbc.ca/downloads.

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Module: Moving on From a Job

Overview

This module covers when to move on from a job, how to write a resignation letter, and ways to transition professionally from a job to pursue new career opportunities.

Objective

This module supports youth with disabilities in building the knowledge, skills, and tools to make informed decisions about leaving a job, navigate moving on from a job, and manage the transition effectively.

This Guide

This facilitator guide provides an outline for running an employment learning workshop or lesson for youth with disabilities based on the **Moving on From a Job module** in the **Employment Essentials workbook**. It highlights key points from the module in a structured and practical way, offering step-by-step instructions for group activities and discussion.

This stand-alone guide is ready to use, but it does not cover the entire module. For full module learning, additional activities, and more examples, we recommend providing participants with the **Employment Essentials workbook** at the end of your workshop/lesson. Find the workbook in the downloads section at canworkbc.ca/downloads.

Facilitator Considerations

- Consider providing resources on writing professional resignation letters.
- Consider providing resources for managing job transitions, including emotional support, practical advice, or places to go for financial assistance.

Facilitation Plan	
10 minutes	Introduction
20 minutes	Activity
10 minutes	Reflection
10 minutes	Discussion

Introduction (10 minutes)

Introduce participants to the content:

- Share that leaving a job is an important decision that can impact career growth and overall well-being – and sometimes, it isn't a choice.
- Explain that recognizing when to move on or stay in a job is an essential skill for both personal and professional development.
- Ask participants to take a moment to think about reasons someone might leave a job and share their ideas with the group.

Activity (20 minutes)

See pages 144–151 of the **Employment Essentials workbook** for additional content related to this activity.

Before the Activity

Gather the following materials:

- A list of prompts to help participants consider leaving a job.
 - *Example: Reasons they might leave a job, factors to consider before making a decision, strategies for managing that transition.*
- Digital or physical journaling tools.
 - *Example: Google Docs, Microsoft Word, or notebooks and pens.*

During the Activity

Have participants complete the following:

- Reflect and respond to journal prompts about reasons they might leave a job, factors to consider before making a decision, and strategies for managing the transition.
- Review their responses and identify any insights that stand out.
- **Optional:** Discuss takeaways in pairs or small groups, focusing on lessons learned and strategies for future transitions.

Reflection (10 minutes)

- Ask participants to reflect on a few of the following questions:
- What factors should you consider before deciding to leave a job?
- How can you approach writing a professional resignation letter?
- What are some common interview questions, and how can you tailor your answers to highlight your skills and experiences?
- How can you handle the challenges of involuntarily leaving a job?
- What strategies can help you manage your well-being during job transitions?

Discussion (10 minutes)

Bring the group back together and invite participants to share:

- Their thoughts on one or more of the questions.
- The next step they will take to use what they learned.

Additional Learning

At the end of the session, encourage participants to explore the workbook to reinforce what they've learned and keep going with more! Check out the **Moving on From a Job module** in the **Employment Essentials workbook**. Find the workbook in the downloads section at canworkbc.ca/downloads.

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Keep Going

There is so much more to learn! Access the full CanWork BC content and learn more about the program at **canworkbc.ca**.

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