



# Facilitator Guide: Employment Navigation

Explore employment options, set career goals, and build strategies for continuous learning. This dimension covers career exploration, goal setting and refinement, and professional development.

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# **Module: Understanding Employment Basics**

## Overview

This module covers building a foundational understanding of employment, including exploring personal views on employment, understanding employment standards, and knowing workplace rights.

## Objective

In this module, youth with disabilities will build the knowledge, skills, and tools to understand their views on employment, the purpose of work in their lives, and their basic employment rights and standards.

### This Guide

This facilitator guide provides an outline for running an employment learning workshop or lesson for youth with disabilities based on the **Understanding Employment Basics module** in the **Employment Navigation 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 Navigation workbook** at the end of your workshop/lesson. Find the workbook in the downloads section at [canworkbc.ca/downloads](https://canworkbc.ca/downloads).

## Facilitator Considerations

- Consider encouraging open discussions about the purpose and benefits of employment, discussing how these can vary between people.
- Consider providing clear examples when talking about workplace rights and standards.

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

## Introduction (10 minutes)

Introduce participants to the content:

- Share that understanding workplace standards means knowing the rules for fair pay, safe conditions, and reasonable work hours.
- Explain that this is important because it protects your rights, helps you feel confident, and allows you to make informed career decisions.
- Ask participants to take a moment to think about any workplace rights or standards they know of and share ideas with the group.

## Activity (20 minutes)

See pages 13–27 of the **Employment Navigation workbook** for additional content related to this activity.

### Before the Activity

Gather the following materials:

- Pens and paper or digital devices to take notes.
- Access to resources on employment standards and rights.
- Scenarios where workplace standards or rights have not been upheld.

### **During the Activity**

Have participants complete the following:

- Read an example scenario where workplace standards or rights have not been upheld.
- Work individually or in groups to determine whether standards were met and, if not, how to respond.

### **Reflection (10 minutes)**

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

- What is the purpose of employment for you?
- What are some of the basic employment standards and rights in BC?
- Where can you go to find more information about workplace standards and rights?
- What can you do if workplace rights are violated?

### **Discussion (10 minutes)**

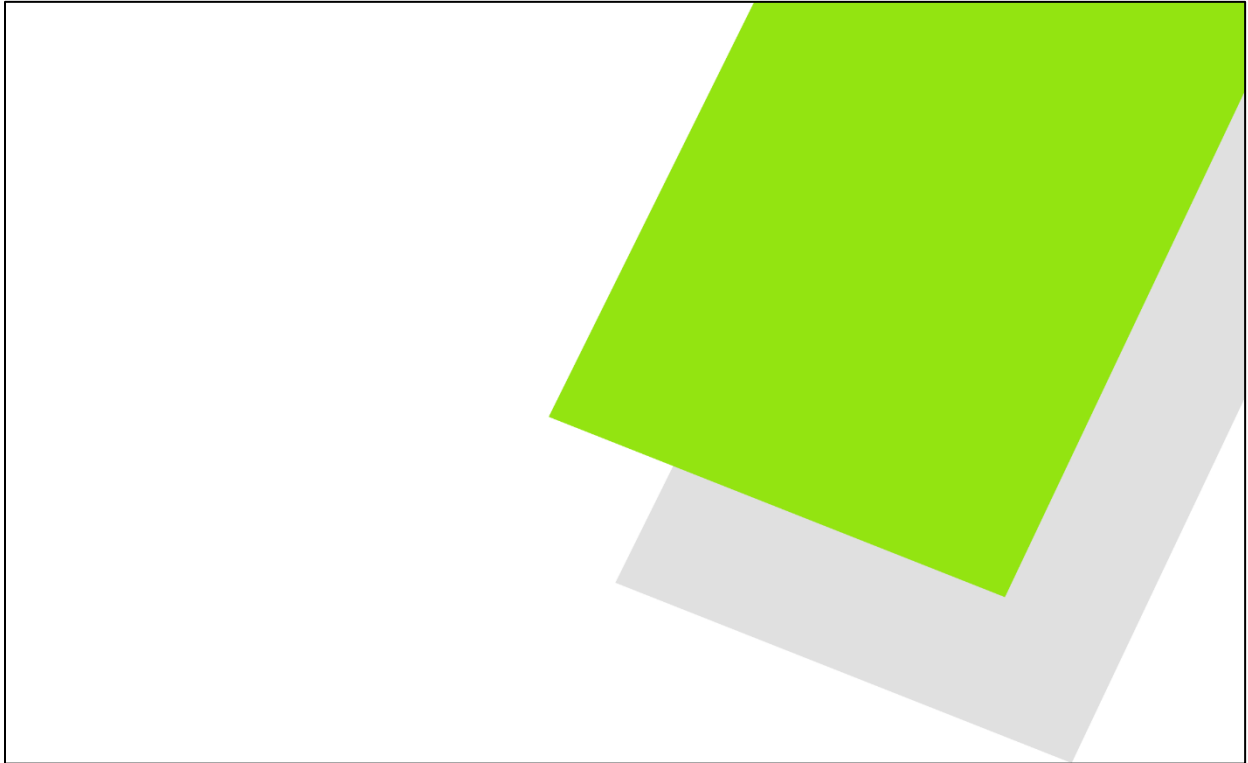
Bring the group back together and invite participants to share:

- 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 **Understanding Employment Basics module** in the **Employment Navigation workbook**. Find the workbook in the downloads section at [canworkbc.ca/downloads](https://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](https://portal.canworkbc.ca).



# **Module: Exploring Career Pathways**

## Overview

This module covers connecting personal qualities to potential career paths and identifying roles that align to set career aspirations.

## Objective

In this module, youth with disabilities will build the knowledge, skills, and tools to identify a career aspiration that aligns with their personal qualities and work preferences.

### This Guide

This facilitator guide provides an outline for running an employment learning workshop or lesson for youth with disabilities based on the **Exploring Career Pathways module** in the **Employment Navigation 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 Navigation workbook** at the end of your workshop/lesson. Find the workbook in the downloads section at [canworkbc.ca/downloads](https://canworkbc.ca/downloads).

## Facilitator Considerations

- Consider creating opportunities for students to explore various industries and career paths through workshops or guest speakers.
- Consider sharing tools for career assessments and exploration.

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

## Introduction (10 minutes)

Introduce participants to the content:

- Share that finding a job that fits you is important because your personal traits play a role in shaping your career experience.
- Explain that understanding how your personal traits, like personality, strengths, and values, align with a job increases your chances of finding rewarding and meaningful work.
- Ask participants to take a moment to identify factors that would help determine whether a career is a good fit for them. Then, invite them to share their thoughts with the group.
  - *Examples: Work schedule, level of teamwork, and physical activity required.*

## Activity (20 minutes)

See pages 33–53 of the **Employment Navigation workbook** for additional content related to this activity.

### Before the Activity

Gather the following materials:

- Internet access for research.
- Pens and paper or digital devices to take notes.

### During the Activity

Have participants complete the following:

- Create a list of the qualities that their desired job would have.
  - *Example: Working with people, a physically active job, etc.*
- Use this list to explore roles that match and set a career aspiration based on what they find.

### Reflection (10 minutes)

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

- What qualities do you want in a job?
- What career aspiration feels most exciting or fulfilling to you?
- How does your chosen career path align with your personal values?

### 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 **Exploring Career Pathways module** in the **Employment Navigation workbook**. Find the workbook in the downloads section at [canworkbc.ca/downloads](https://canworkbc.ca/downloads).

You can also share **CanWork BC** youth tool, a virtual, self-serve 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](https://portal.canworkbc.ca).



# Module: Planning a Career Path

## Overview

This module covers skills for creating a personal career plan, including exploring the skills or training needed to achieve career aspirations and developing strategies to set short- and long-term goals.

## Objective

In this module, youth with disabilities will build the knowledge, skills, and tools to research the requirements for a desired career and set realistic goals to pursue their career aspirations.

### This Guide

This facilitator guide provides an outline for running an employment learning workshop or lesson for youth with disabilities based on the **Planning a Career Path module** in the **Employment Navigation 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 Navigation workbook** at the end of your workshop/lesson. Find the workbook in the downloads section at [canworkbc.ca/downloads](https://canworkbc.ca/downloads).

## Facilitator Considerations

- Consider offering guidance on where to access skills development resources and educational pathways to meet career goals.

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

## Introduction (10 minutes)

Introduce participants to the content:

- Share that knowing the requirements for a desired career helps you determine a career path that works for you.
- Explain that knowing the requirements is important because it allows you to create a plan to gain the necessary skills, education, or experience for a role.
- Ask participants to take a moment to think about examples of job requirements and share ideas with the group.
  - *Examples: Required educations or certificates, years of experience, soft skills, etc.*

## Activity (20 minutes)

See pages 59–65 of the **Employment Navigation workbook** for additional content related to this activity.

### Before the Activity

Gather the following materials:

- Internet access for research.
- Pens and paper or digital devices to take notes.

### **During the Activity**

Have participants complete the following:

- Choose a specific career or field of work they would like to research.
- Create a list of necessary qualifications for that career or field.
- Create a “career path” by outlining a set of steps to work toward the qualifications to create a career path.

### **Reflection (10 minutes)**

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

- What skills or qualifications are required for your desired career?
- How can you break down your career plan into manageable steps?
- What challenges might you face when pursuing career goals, and how can you overcome them?

### **Discussion (10 minutes)**

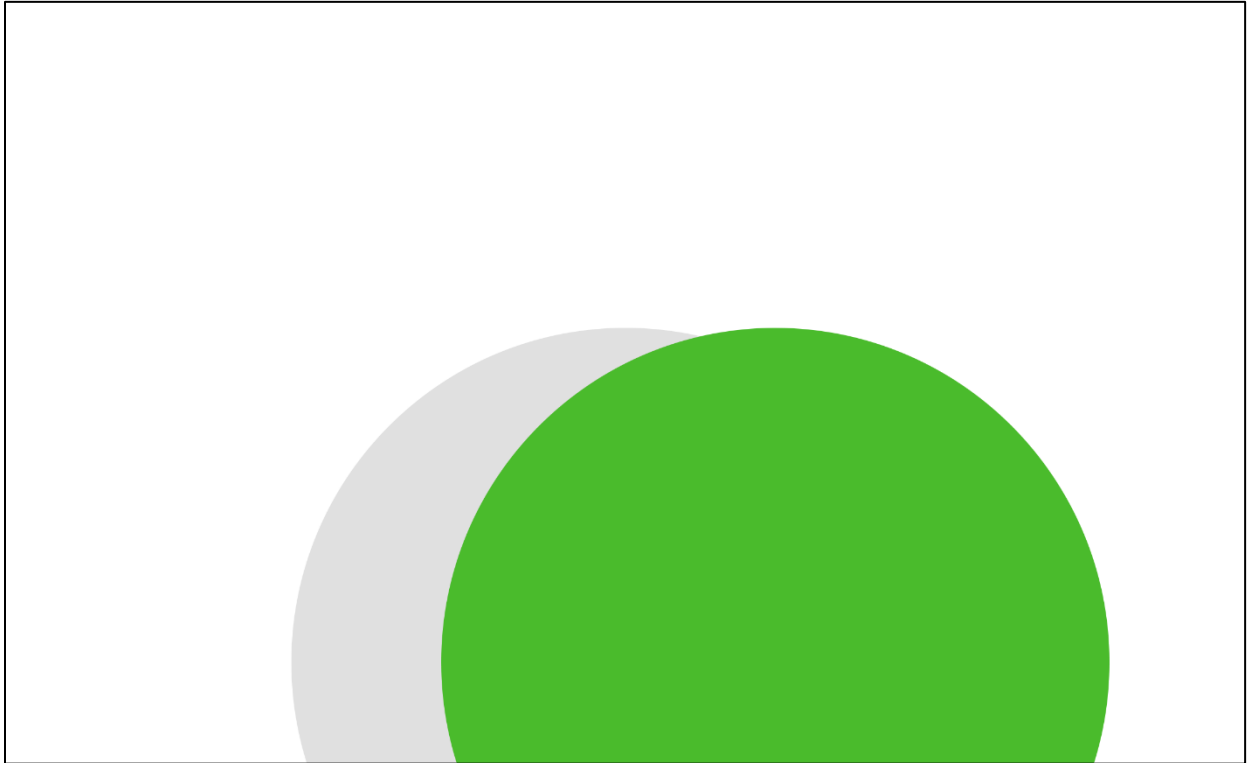
Bring the group back together and invite participants to share:

- 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 **Planning a Career module** in the **Employment Navigation workbook**. Find the workbook in the downloads section at [canworkbc.ca/downloads](https://canworkbc.ca/downloads).

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# **Module: Navigating the Career Journey**

## Overview

This module covers working toward and achieving career aspirations, including strategies for staying motivated and committed to goals, and reassessing goals when necessary.

## Objective

In this module, youth with disabilities will build the knowledge, skills, and tools to work toward their career aspirations by staying motivated, responding to challenges, and reassessing goals as needed.

### 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 Career Journey module** in the **Employment Navigation 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 Navigation workbook** at the end of your workshop/lesson. Find the workbook in the downloads section at [canworkbc.ca/downloads](https://canworkbc.ca/downloads).

## Facilitator Considerations

- Consider providing students or participants with resources for goal setting or tracking.
- Consider encouraging students or participants to reflection on setbacks as learning opportunities.

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

## Introduction (10 minutes)

Introduce participants to the content:

- Share that working toward career goals is important, but sometimes it can be tough to know where to start.
- Ask participants to take a moment to think of strategies they can use to set and work toward their goals.
- Explain that one effective strategy is setting SMART goals.

**SMART goals** refer to setting goals that are:

- **Specific:** Clearly define what you want to accomplish.
- **Measurable:** Set criteria to track progress.
- **Attainable:** Make sure the goal is realistic and achievable.
- **Relevant:** Ensure the goal aligns with your bigger picture.
- **Timely:** Set a deadline to stay on track.

## Activity (20 minutes)

See pages 84–90 of the **Employment Navigation workbook** for additional content related to this activity.

### Before the Activity

Gather the following materials:

- Steps for setting and tracking SMART goals.
- Pens and paper or digital devices for notes.

### **During the Activity**

Have participants complete the following:

- Identify short- or long-term employment aspirations.
- Use a SMART goal-setting framework to identify a specific goal related to their employment aspiration.
- Create an action plan and goal tracker to detail how you will reach the goal.

### **Reflection (10 minutes)**

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

- What short- and long-term career goals are you working toward?
- How can SMART goals help you stay focused and motivated?
- What strategies can you use to reassess your goals and adjust your plan?

### **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 Career Journey module** in the **Employment Navigation workbook**. Find the workbook in the downloads section at [canworkbc.ca/downloads](https://canworkbc.ca/downloads).

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# Module: Fostering Career Growth

## Overview

This module covers professional development, including building a network, developing skills for career growth, and engaging in continuous learning opportunities.

## Objective

In this module, youth with disabilities will build the knowledge, skills, and tools to foster career growth throughout the employment journey, including building a professional network, pursuing career development, and committing to continuous learning.

### This Guide

This facilitator guide provides an outline for running an employment learning workshop or lesson for youth with disabilities based on the **Fostering Career Growth module** in the **Employment Navigation 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 Navigation workbook** at the end of your workshop/lesson. Find the workbook in the downloads section at [canworkbc.ca/downloads](https://canworkbc.ca/downloads).

## Facilitator Considerations

- Consider sharing resources on networking and professional development, such as conferences, workshops, or online learning opportunities.

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

## Introduction (10 minutes)

Introduce participants to the content:

- Share that continuous learning plays a key role in your employment journey.
- Explain that pursuing continuous learning and career growth helps you navigate challenges, adapt to change, and stay open to opportunities.
- Ask participants to take a moment to think about examples of continuous learning and career growth in the employment journey. Then, invite them to share their thoughts with the group.
  - *Examples: Completing training and certificates, growing your professional network, pursuing promotions or raises.*

## Activity (20 minutes)

See pages 111–131 of the **Employment Navigation workbook** for additional content related to this activity.

### Before the Activity

Gather the following materials:

- Internet access for research.
- Pens and paper or digital devices to take notes.

### **During the Activity**

Have participants complete the following:

- Identify opportunities for professional development in their own lives by thinking about their network, continuous learning, or career growth opportunities available.
- Record potential opportunities to create a “Professional Development Map”.

### **Reflection (10 minutes)**

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

- How can you build and grow your professional network?
- What learning opportunities can help you grow in your career?
- How can you pursue professional development while working?
- What resources are available to you for continuous learning and career growth?

### **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 **Fostering Career Growth module** in the **Employment Navigation workbook**. Find the workbook in the downloads section at [canworkbc.ca/downloads](https://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](https://canworkbc.ca)**.

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