

# The Essential Tool Box for Client Assessment

Part of the EXTREME MAKEOVER – ONESTEP EDITION WORKSHOP SERIES

For a successful renovation, the right gear is essential. Incorporating the updated **EO Service Provider Guidelines**, this course equips you with an understanding of client assessment tools. We provide an introduction to various needs determination models, including Common Assessment, Assessment Component of Employment Counselling (ACEC), Needs Determination, and the Employment Service Needs Information (ESNI) and exposure to a variety of standardized and non-standardized assessment tools and where to find them. With this powerful toolbox in your hand, you are able to act with confidence and choose the best approach to meet the needs of your client or agency.

## 3 Sessions to choose from:

When: ~~September 20 – 21, 2010~~ **SOLD OUT!**

September 22 - 23, 2010

October 20 - 21, 2010

Time: 9:00am - 4:00pm

Where: ONESTEP

3100 Steeles Avenue West, Suite 503  
Concord, ON L4K 3R1

Cost: ONESTEP Members: \$595.00 + HST

Non-Members: \$695.00 + HST



Register online at <http://www.events.onestep.on.ca>

For more information contact ONESTEP at [events@onestep.on.ca](mailto:events@onestep.on.ca) or 905-669-1679

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## Learning Objectives

Individuals will be able to:

- Understand the dimensions of employability
- Examine the structures / processes commonly used during client intake or initial counselling session when identifying a client's barrier to employment
- Learn what a standardized and non-standardized assessment/test is
- Understand the benefits, strengths, and limitations of assessment tools in the counselling process and their appropriateness to the individual client
- Gain exposure to a variety of assessment tools (identifying interests, skills & abilities, values, personality indicators) and where to acquire/purchase these tools
- Learn about basic literacy levels

## Learning Outcomes

Individuals will be able to:

- Identify the dimensions of employability
- Understand the needs determination process - the variety of structures/tools commonly used and will be able to determine the best approach to use for their clients/agency
- Understand the difference between standardized and non-standardized assessment tools
- Articulate the benefits, strengths, and limitations of assessment tools in the counselling process and their appropriateness to the individual client
- Identify a variety of assessment tools (identifying interests, skills & abilities, values, personality indicators) and where to acquire/purchase these tools
- Understand of literacy levels and develop a working competency to ensure appropriate referral

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## Learning Modules

Individuals will learn:

- Dimensions of Employment
- Overview of Service Needs Assessments and Structures
- Client Relationships; developing rapport, communications, motivation, and collaboration
- Career Decision Making and Assessment Tools
- Understanding Literacy and Making Appropriate Referrals

Please contact ONESTEP if you require more customized onsite training for your staff at [events@onestep.on.ca](mailto:events@onestep.on.ca) or 905-669-1679.



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