

Building Foundations of Strong Job Development

Part of the EXTREME MAKEOVER – ONESTEP EDITION WORKSHOP SERIES

Employment Ontario is undergoing a makeover. Those with forward-thinking skills and resources recognize an opportunity to thrive in a climate of change. **Building Foundations** is aimed at establishing solid communication in the transformed Employment Ontario service delivery model.

By the time you complete this workshop, you will have a solid understanding of employer motivations and needs, the ability to make presentations that get results, develop and implement a Job Development Sales Process, and learn about the “full lifecycle” approach that allows you to build and grow sustainable employer relationships. Managers or directors who are designing organization-wide job development systems can employ strategies learned here to ensure they are in step with the new Employment Services model.

4 Sessions to choose from:

When: ~~September 16—17, 2010~~ **SOLD OUT!**
September 30 - October 1, 2010
October 14 - 15, 2010
October 25 - 26, 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 or 905-669-1679

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Learning Objectives

Individuals will be able to:

- Understand Labour Market Information and how it relates to their work
- Understand the importance of being able to articulate employer needs, and be able to articulate those needs
- Develop and implement a Job Development Sales Process
- Understand documentation skills and why good documentation is important
- Articulate what sustainable employer relationships look like and how to grow them

Learning Outcomes

Individuals will be able to:

- Use Labour Market Information effectively in their practice
- Effectively assess and determine employer needs
- Communicate effectively; gain the skills to make presentations that get results
- Understand the importance of and be able to develop a sales process and outreach plan
- Understand the importance of and be able to maintain good documentation
- Understand workplace 'fit' and be able to employ job matching and job placement skills
- Generate a placement agreement that articulates both employer and agency expectations

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Learning Modules

Individuals will learn:

- Job Development Overview
- LMI
- Understanding Communication
- Generating an Outreach Plan
- The Job Development Sales Process
- Determining and Assessing Employer Needs
- Proposing Solutions
- Making presentations
- Closing the Deal
- Documentation
- Sustaining/Maintaining Relationships
- Conducting Site Visits
- Ethics



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

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