GLN4O –Navigating the Workplace, Grade 12, Open Name:

This course provides students with opportunities to develop the workplace essential skills and work habits required for success in all types of workplaces. Students will explore occupations and careers of interest through participation in real workplace experiences (e.g., information interviews, work experiences). They will make plans for continued learning and work, work with others to design learning experiences, and investigate the resources and support required to make a smooth transition to their postsecondary destination.

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| What skills do you think are necessary to be successful in life, school and work? |  |
| Which of these skills do you possess? Give two examples of how you have exhibited these skills in the workplace. |  |
| Which of the skills necessary for the workplace do you need to improve upon?Explain how you will improve this skill? |  |
| Describe a time when you have used math and English skills to complete a task in a workplace setting. |  |
| Describe a time when you have used learning and thinking strategies in school or on the job. |  |
| Explain how your interests, strengths and needs will influence or help you decide on post-secondary educational, training or set a career plan. |  |
| Describe a time when you have worked well with others. What personal skills and teamwork skills helped in your success? |  |
| Give an example of a time when you have:1. managed time effectively
2. planned tasks effectively
3. managed personal finances effectively
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| Considering technology and community resources in your answer, describe how or where you can obtain information about education and work opportunities. |  |
| Outline one occupation that you are interested in. Explain what postsecondary education or training you need for this job. |  |
| Describe why individuals work and what might be expected of someone on the job. |  |
| Describe a time when you have had to follow health and safety procedures in school or at work. |  |
| What differences do you think there will be between secondary school and a post secondary institution. What can you do to make the move from one to another as smooth as possible? |  |
| Describe a time when you have had to look for a job. How did you go about it? What resources did you use to help you? |  |

GPP3O – Leadership and Peer Support, Grade 11, Open Name:

This course prepares and motivates students to provide leadership and assistance to others in their schools and communities. Students will develop skills in communication, interpersonal relations, coaching, leadership, teamwork, and conflict management, and apply them in roles such as tutoring, mentoring, and student council involvement. Students will also learn the value and complexity of social diversity, while acquiring an appreciation of the importance of contributing to their communities and helping others throughout their lives.

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| Explain how your wants, abilities, talents and character may affect how you get along with others. |  |
| How can you determine whether or not someone is an effective leader/peer supporter? Use these criteria to determine whether or not you are a good leader/peer supporter. |  |
| Describe a time when you have succeeded in a leadership/peer support role. What personal management skills and personal characteristics made you successful? |  |
|  Describe ways in which you have helped to tutor or mentor someone. Why do you think the methods that you used to help them worked? |  |
| What are some things that can make learning difficult? What resources are available in our community to help people overcome these difficulties? |  |
| Describe a healthy relationship that you are a part of. Why is this relationship positive and healthy? Why is this relationship successful? |  |
| Describe a time when you have communicated effectively. What was it about the communication that made it successful? |  |
| Describe a time when you have lead a group or individual to a goal. Explain why your leadership skills and knowledge were important to the group’s success? |  |
| Explain how leadership/peer support is affected by the different people in a group. Consider different characters, cultures and individual’s rights in your answer. |  |
| Explain how you might go about finding a position in leadership/peer support in the school or your community. Consider technological and human resources in your answer. |  |
| Describe a time when you have designed a leadership/peer support program that addresses a groups needs as identified at school |  |
| Describe why you are suitable for a leadership role in the following situations:1. fundraising
2. peer mentoring
3. tutoring
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GWL3O – Designing Your Future, Grade 11, Open Name:

This course prepares students to make successful transitions to postsecondary work and education or training. Students will explore the realities and opportunities of modern workplaces, while refining their employability skills and learning how to manage their careers. Students will target appropriate postsecondary education or training options and begin to implement an action plan for postsecondary success.

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| Identify and describe their interests, skills, personal characteristics, and achievements, using a variety of assessment strategies, using this information to determine future goals; |  |
| Create and maintain an effective, comprehensive personal portfolio that summarizes and documents a wide range of their knowledge, skills, interests, and achievements; |  |
| Demonstrate an understanding of the effective use of the personal management skills, habits, and characteristics that would contribute to success in their selected post-secondary destinations and independent adult life; |  |
| Describe the elements of effective interpersonal relations and teamwork that contribute to success in post-secondary education and training, work, and community activities; |  |
| Demonstrate the ability to use effective interpersonal and teamwork skills in a community-based learning activity; |  |
| Identify ways in which they can make a contribution to their communities and ways in which the community can assist them; |  |
| Use print, electronic, and human resources effectively to find and make use of relevant information about work and learning opportunities; |  |
| Produce an analysis of emerging trends in society and the economy and their impact on individuals, workplaces, and career opportunities; |  |
| Demonstrate in-depth knowledge of selected fields of work and selected occupations; |  |
| Demonstrate in-depth knowledge of selected post-secondary education and training options, scholarships, and financial assistance opportunities; |  |
| Demonstrate an understanding of businesses and organizations, their operating concepts, and workplace-related legislation and issues; |  |
| Demonstrate an understanding of the transitions and changes they face in the future and evaluate their own strength and weaknesses in managing change; |  |
| Demonstrate the effective use of a variety of strategies and resources for finding work and creating work; |  |
| Use goal-setting and action-planning strategies effectively to prepare for the next transition in their career/life plan. |  |