

## **Career Building Skills Program An Information Packet for Partners and Employers**

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*The Career Building Skills Program* is a unique program designed to assist Kahnawake's unemployed and under-employed persons in getting a strong, fresh start on improving their learning and work skills to better prepare each participant in entering into the workforce.

**The CBS will be especially beneficial to any individual who would like to:**

- **Better understand their personal priorities,**
- **Learn more about community resources, organizations and services offered;**
- **Gain valuable insight into who they are, including what motivates them, and identifying potential setbacks and past experiences;**
- **Gain a better understanding of Québec's education system, including day trips to local schools;**
- **Get some real on-the-job experience all while earning a salary and practicing various skills learned through the CBS Program,**
- **Increase their competence and self-confidence in accomplishing their goals;**
- **Get themselves successfully oriented towards training that will lead directly to employment, or help progress to further educational opportunities for future jobs?**

The CBS Program can be particularly helpful to young adults and young parents who want to get a more solid footing in the labour market and become good role models for their children.

Successful CBS participants will progress steadily towards either:

- Training leading directly to regular employment; or
- A post secondary education that further enhances employment options.

## **The “benefits” for Participants**

The CBS Program is a new approach specifically designed to assist the targeted clientele through a comprehensive, intense, guided training program – with financial support – to address the following five (5) core goals:

- I. **Personal and social skills development:** designed to help the participant develop and maintain effective relations; organize and manage her/his time; and improve self-discipline, health, financial management and other life skills.
- II. **Career Planning:** assisting the participant to set realistic goals; providing training and sampling; helping to assess "good fit" employment opportunities, exploring education and training options available and showing how to balance work with family responsibilities.

**Academic Sampling:** This component will also include a 2 week academic sampling session in which each participant will have the opportunity to visit and explore various local academic and training institutions that are available to them. This is designed to open the minds and awareness of each individual to begin thinking of educational and training options.

- III. **Language and culture development:** building on our Mohawk language and culture as a strong base from which to work and function effectively in other languages and cultures, including French and English.
- IV. **Work skills development:** The CBS Program provides specific work skills training including communication skills, work discipline, conflict resolution, telephone and computer skills, teamwork skills, and meeting performance standards.

**Work Placement:** This component also includes an on-the-job real work experience designed to allow participants the opportunity to utilize new skills and competencies gained in the CBS program. It will also serve as an opportunity for participants to determine what types of work are best suited to her/his aspirations and aptitudes. This can greatly enhance personal confidence in career choices and motivate the individual to pursue and succeed in the relevant vocational or other post secondary training.

- V. **Work readiness, transition and start-up skills:** The program guides the participant in finding a “good fit” job, applying for work, writing a resume, preparing for a job interview, and preparing to succeed on the first days on the job.

Successful graduates from the CBS Program will emerge with a good understanding of their personal capabilities; and, new skills and experience that will give them a stronger sense of self-confidence and enable them to better succeed in their next career steps.

Some graduates can be expected to enter directly into general skills positions in the labour market. However, most graduates will likely *progress – with renewed confidence - into specific vocational training or other post secondary education that will prepare them for targeted employment situations.*

### **The “benefits” for the Partners**

**CBS is a community-based partnership that *will bring significant social and economic benefits* for the Partners.**

Helping the participants to achieve the personal goals described above will lead to healthier and more productive members in our community.

Helping participants become fully employed, self-sufficient persons and parents will also contribute significantly to the financial well-being of the family, and the economic health of the community.

For many of the organizational partners, it also gives them the opportunity to assess potential new employees, at minimal cost and risk.

### **How does the CBS Program work?**

There will be three (3) Career Building Skills Program Sessions, each for duration of 17 weeks. It is our hope that each session will comprise 18 – 20 participants. Participants will receive adequate funding, including earnings from their place of employment. These earnings will be subsidized by the CBS Program.

#### **Step #1: Identifying and informing potential participants.**

- The Employment and Technical Training Division (E&TTD) of *Tewatohni'saktha* has been consulting with the Social Development Unit to identify potential participants.
- There will be several community awareness and individual contacts to notify these participants and encourage them to participate.
- Social Development and E&TTD will assess each applicant and help develop the personal funding package to enable the person to participate.
- The coordinator of the CBS program will work closely with local and non local organizations and businesses to provide appropriate work placements for each individual.

**Step #2: The 17 week training program (6 week work placement included)**

**First session to commence on March 1, 2010**

4 weeks of Instruction	March 1 – March 26, 2010
2 week academic sampling	March 29 – April 9, 2010
4 week on Instruction	April 12 – May 7, 2010
2 week work placement	May 10 – May 21, 2010
1 week of follow-up/review	May 24 – May 28, 2010
3 week work Placement	May 31 – June 18, 2010
1 Final week follow-up	June 21 – June 25, 2010

**Second session to commence on July 12, 2010**

4 weeks of Instruction	July 12 – Aug 6, 2010
2 week academic sampling	Aug 9 – Aug 20, 2010
4 week on Instruction	August 23 – September 17, 2010
2 week work placement	September 20 –October 1, 2010
1 week of follow-up/review	October 4 – October 8, 2010
3 week work placement	October 11 – 29, 2010
1 Final week follow-up	November 1 – 5, 2010

**Third session to commence on November 15, 2010**

4 weeks of Instruction	November 15 – December 10, 2010
2 week academic sampling	December 13 –January 7, 2011
4 week on Instruction	January 10 – February 4, 2011
3 week work placement	February 7– February 25, 2011
1 week of follow-up/review	February 28 – March 4, 2011
3 week work placement	March 7 – March 25, 2011
1 Final week follow-up	March 28 – April 1, 2011

The CBS Program provides or finances the transportation required for the participant to get to the assigned work place.

**A partnership that is designed for success**

The Career Building Skills Program is a partnership. The Employment and Technical Training Division of *Tewatohnni'saktha*, the Kahnawake Economic Development Commission, has created a special partnership with:

- The Mohawk Council of Kahnawake, and specifically the Social Development Unit;
- The First Nations Human Resource Development Corporation of Québec (FNHRDCQ);
- Over 50 local and regional organizations – commercial, non-profit and governmental.

The Partnership and this specialized program is being funded by the **Aboriginal Skills and Training Strategic Investment Fund (ASTSIF)**.

**“Limited time only”**

The ASTSIF Funding is available from September, 2009 till March 31<sup>st</sup>, 2011.

**If you are interested, through your business/organization, in providing one or more CBS program participants with a work placement opportunity please contact the CBS Coordinator Kara Paul at *Tewatohnhi’saktha*, 450-638-4280.**