COURSE OUTLINE: OBTAINING AND MAINTAINING EMPLOYMENT

Course Overview:

Obtaining and Maintaining Employment educates participants about preparing for employment, performing well during an interview, and behaving responsibly as an employee.

Learning Objectives

Upon completion of the course, participants will be able to:

- Recognize personal qualities an employer looks for
- Create a resume, cover letter, and list of references
- Identify strategies for making a good impression during a job interview
- Know the importance of having a clear job description, in writing
- Recognize attitudes and behaviours that demonstrate professionalism when working as a care provider

Technical Requirements

The course has a responsive design. This means that participants can take their training on a computer, mobile phone, or tablet. The only requirement is internet access.

The Online Learning Experience

This online course is self-paced. Participants progress at the pace that best matches their learning style and previous knowledge. Participants can log-out whenever they like and log in later, returning automatically to the last viewed screen. Interactive screens break complex topics into smaller, more easily understood units of information, and scenario-based exercises allow participants to apply learned concepts in practical situations. All required learning materials are within the course. After completion of the course, participants continue to have full access to course content.

Evaluation

This is a single-module course. To complete the training, participants must obtain 100% on the end-of-module test. Test questions are randomly selected from a bank of options to ensure that repeat tests will be unique. Participants who fail the test must review the materials and re-test as many times as necessary to obtain the passing grade (100%).

Certificate of Completion

Upon successful completion of the module test, participants will be able to download/print a *Certificate of Completion* which includes the date of training and the participant's full name.