

## FINDING PAID WORK

### Facilitators Guide (Sessions 1 and 2)

**Aim:** To help people gain confidence in finding work as they start or continue the search for full or part-time employment

#### Outline of Session 1

- Introduction
  - Introduce the Ten Stepping Stones idea
  - Work through 5 Topics
1. Your Abilities
  2. What sort of work
  3. Training Possibilities
  4. Where to look for paid work
  5. Employers Expectations

Suggested Timings:

(Total time for Session 1 - up to 1.5 hours (90 mins))

Introduction - 5 Mins

Introduce the 10 stepping Stones - 3 Mins

- Your Abilities - 15 mins
- What Sort of Work - 10 Mins
- Training Possibilities - 15 mins
- Where to look for paid work - 15 mins
- Employers Expectations 15 mins
- *Conclusion 3 mins*
- *Questions & Feedback up to 10 mins*

#### 1. Introduction

A) Welcome Everyone to the Group.

b) Get people to introduce themselves.

**C) For You To Say As Facilitator** - As you know the numbers of unemployed people looking for work is very high in many areas and even short term casual work can be difficult to find and may be very low paid. Unemployment has been increasing globally for some years, with young people, even graduates and especially women, often having the greatest difficulty finding paid work.

[Type text]

The impact of long term unemployment can be a downward spiral of loss of self esteem, hopelessness, depression, debt and even substance abuse supported by crime

It is vital to encourage the unemployed and by meeting together with others also looking for work can develop a valuable camaraderie and this should be encouraged with regular meetings, team games, listening to each other, exploring any opportunities for training

Finding regular paid work requires much patience and persistence. The process can be helped by a systematic approach and preparation that this training module will provide

## 2. Introduce The Stepping Stones Concept as per workbook.

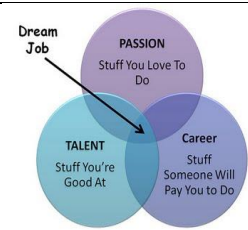
### Section 1 : Your Abilities

Using This Slide or Picture from Workbook – encourage participants to highlight their skills that they know they have, not what other people think they have. Then encourage these to be shared



**2. What Sort of Work** - Using the workbook or writing ideas on a board – encourage participants to think about the sort of work they have done and how they might need training to get other jobs.

Lead through the idea of what a **dream job** looks like using the circles idea as a picture



### 3. Training Possibilities

Prepare in advance to show or hand-out training courses and ideas from [www.Alison.com](http://www.Alison.com) and [www.socialcaredtv.com](http://www.socialcaredtv.com)

### 4. Looking for Paid Work

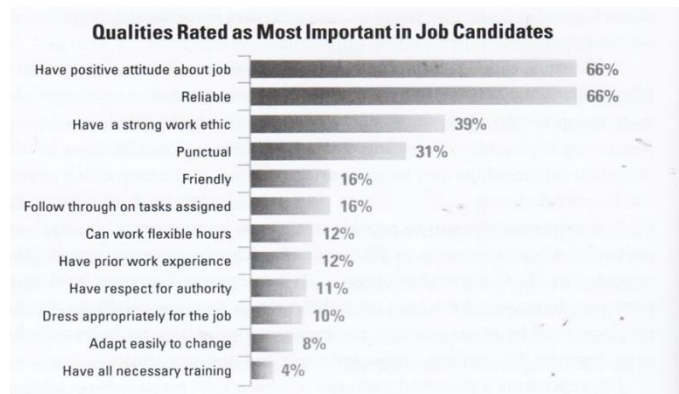
Lead participants through the workbook about how they might work in their community. Encourage them to think wider than just their local community. Think BIG !



### 5. Employers Expectations

[Type text]

Encourage a honest assessment about how participants rate themselves in the following task.



## Conclusion and Feedback

Consider what you have done – Have you met the AIMS of the course?

Open the group to ask questions and provide feedback

Was the information useful and at the right level

**Thank everybody for coming – Encourage the group to network and share contact numbers or emails (if appropriate) and to keep in touch.**

[Type text]

## SESSION 2

### Facilitators Guide (Workbook pages 10 to 16)

**Aim:** To help people gain confidence in finding work as they start or continue the search for full or part-time paid employment

#### Outline of Session 2.

- Introduction
  - Review the Ten Stepping Stones idea from session 1
  - Work through Topics 6-10
- 
6. Your CV (Curriculum vitae or resume) and Covering Letter
  7. Job Interviews
  8. Networking With Others
  9. Keeping Your Job
  10. Moving Up.

#### Suggested Timings:

(Total time for Session 1 - up to 1.5 hours (90 mins))

#### Introduction - 5 Mins

- Your CV and Covering Letter - 15 mins
- Job Interviews - 15 Mins
- Networking with Others - 10 mins
- Keeping Your Job - 15 mins
- Moving Up - 15 mins
- **Conclusion 3 mins**
- **Questions & Feedback up to 10 mins**

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A) Welcome Everyone to the Group.

B) Get people to introduce themselves (if you have new members not in Session 1).

**C) For You To Say As Facilitator** - As you know the numbers of unemployed people looking for work is very high in many areas and even short term casual work can be difficult to find and may be very low paid. Unemployment has been increasing globally for some years, with young people, even graduates and especially women, often having the greatest difficulty finding paid work.

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## Introduce The Stepping Stones Concept as per workbook.

See Session 1 -

### 6 : Your CV and Covering Letter

Using This Slide or Picture from Workbook – It might be useful to have a couple of CV's and Covering Letters to share with participants, which you can find on the internet

**JOHN DOE**  
1234 123rd St. 1234 Seattle, WA 98122 | 206.123.1234 | johndoe@xyzuniversity.edu

March 15 2016

XYZ Employer  
Jeremy Irons  
Executive  
187 6th Avenue, Suite 143  
Seattle, WA 98104

RE: XYZ Internship (Job ID 102938)

Dear Mr Irons,

I have been admiring xyz Firm's television and print ad campaigns since I was 8 years old and was excited to find your firm's exciting position through Headhunter.

As a marketing major at xyz University, I have found that I am adept at marketing and truly enjoy advertising projects. Through my marketing courses and my experience as a Public Relations Chair of xyz club, I have honed a, p, and o skills which I can contribute as a xyz intern. Some of the qualifications I have are:

**Interest in Marketing:**  
- Marketing Major

**Strong Communication skills:**  
- Contacted clients to promote services as a Marketing & Sales Intern at ListenUP  
- Composed and edited articles for xyz University Newspaper

**Creativity:**  
- Utilized Photoshop CS4 and PowerPoint 2008 to design mock products and a presentation for CDMM 130 Visual Communication course

I align closely with your firm's focus on creative, results driven marketing campaigns. I believe that I would be a great addition to your company and look forward to being interviewed at your earliest convenience. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,  
Julia Zhe

**Callout boxes:**

- Hook:** Before writing a cover letter understand why it is important. The cover letter is an chance to tell a prospective employer in writing why you are the right intern for their internship, and their office. Explain why the position interests you, what you bring to the table, and get the reader excited to interview you and learn more.
- Try to find the person who is in charge of intern hiring and address your resume and cover letter to them. Statistics show you have a better chance of being hired if you know who's doing the hiring!**
- Including your contact information on all your documents makes you look professional and ensures you are easy to find. Include your name, phone number, address and email.**
- Hook 'em!** Start your cover letter with a statement that will catch the reader's eye. Try something interesting or entertaining and express you to the company.
- What I can do for you!** Employers want to know what you can bring to the table, so give them what they want. Bullets are great for being specific and to the point.
- Finish strong and with confidence!** Let the company know why you want to work for them and that you really believe you can fit in.
- Pro tip:** Although it is not required, if you have access to a scanner, adding a digital signature will personalize your cover letter.
- When emailing or uploading your cover letter use MS Word version 2003-2007. Not all organizations can open DOCX files or will be kind enough to ask you to resend it. And remember, choose a simple file name like: JohnDoeCoverLetter.**

**7. Job Interviews** - Using the workbook or writing ideas on a board – encourage participants to think about the sort of interviews they have done and to add to any ideas about good practice in interviews that is not mentioned in the list.

[Type text]

## 8. Networking with Others.

Have any of the participants been part of a job club ?  
What sort of things have they done to help members get a job ?



**9. Keeping Your Job.** Looking at the ideas shared in the workbook – Again, explore with the participants any new or other ideas about ensuring your job is safe.

## 10. Moving On.

The Workbook outlines good ideas about how you might keep and secure a job.

Explore other ideas as to how you might benefit from getting work and keep it !

*Dare to follow  
your dreams*

*The LORD bless you and keep you,  
Numbers 6:24*

## Conclusion and Feedback

Consider what you have done – Have you met the AIMS of the course?

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