

Transitions Resource List: Transitions to Employment

A project of Enhancing Transitions for Adults to Further Education, Employment and Training
and
The Manitoba Adult Literacy Strategy

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Transitions Related Resource List: Transitions to Employment is published as part of the project “Enhancing Transitions for Adults for Further Education, Employment and Training” led by Adult Learning and Literacy of Manitoba Advanced Education and Literacy (AEL) in partnership with Workplace Education Manitoba.

The resource list consists of electronic and paper based resources to assist adult learners’ made successful transitions to further education, employment and training.

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Enhancing Transitions for Adults to Further Education, Employment and Training

In 2009, the federal government announced a two-year Strategic Training and Transition Fund to be administered in Manitoba by Entrepreneurship, Training and Trade through the existing Labour Market Agreement and Labour Market Development Agreement. Adult Learning and Literacy submitted a proposal and was approved for a two-year project that would support the Manitoba Adult Literacy Strategy.

The goals of the *Enhancing Transitions* project were to enhance adult learners’ transitions:

- from adult programming to meaningful, long-term employment
- to further education and training to support their lifelong career and personal goals.

Enhancing Transitions was administered by Adult Learning and Literacy in partnership with Workplace Education Manitoba. A collection of tools and resources was developed by a project team. The development and testing of transition related materials, structures, tools and lessons was based on research in four case study communities.

Transitions Related Resource List

RESOURCES FOR JOB READINESS AND ESSENTIAL SKILLS: Transition to Employment

Author	Title of Publication/Website/ ISBN#	<i>Description of :</i> RESOURCES FOR JOB READINESS AND ESSENTIAL SKILLS	Program
Aboriginal Human Resource Development Council of Canada	Aboriginal Human Resource Development Council of Canada www.ahrdcc.com	<p>The Aboriginal Human Resource Development Council of Canada website has several resources related to Aboriginals in the workforce, including:</p> <ul style="list-style-type: none"> ▪ a series of success stories; profiles of Aboriginal people making their mark and achieving great personal and professional success ▪ a series of job profiles and success stories from real professionals working in the food industry, as well as the job requirements and competencies needed to excel in a food career ▪ a downloadable PDF which outlines key job families and classifications of the Upstream Petroleum Industry ▪ a downloadable PDF fact sheet on Aboriginal People in Mining from the Mining Industry Human Resources Council ▪ a guide to construction careers for Aboriginal youth ▪ information about careers in ironworking, and the proud contributions Aboriginal ironworkers have made to the industry ▪ a short, compelling video presentation called “Reason to Believe: Advancing Canada’s Aboriginal Workforce” would serve as a discussion starter for all adult learners. The video can be accessed at www.ahrdcc.com by clicking on “Resources”. 	Suitable for ALC and ALP learners; learners transitioning to employment and/or training.
Alberta Learning Information System Alberta Learning	<i>Change and Transitions: The Path from A to B</i> <i>Easy Reading Job Profiles: Help for Career Advisors</i>	<i>Change and Transitions: The Path from A to B</i> This book explores planned and unexpected change and the emotional transitions and stresses that accompany it. <i>Easy Reading Job Profiles: Help for Career Advisors</i> This guide to the Easy Reading Job Profiles is for career advisors and tutors who work with adults with low literacy skills.	Suitable for ALC and ALP learners; learners transitioning to employment and/or training.

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Information System	<p><i>English Express: Be Safe at Work (Catalogue #675118)</i></p> <p><i>English Express: Looking for a Job (Catalogue #707929)</i></p> <p><i>A Guide for Midlife Career Moves (Catalogue #505191)</i></p> <p><i>Positive Works II (Catalogue #332891)</i></p> <p>www.alis.alberta.ca/publications</p>	<p><i>English Express: Be Safe at Work</i> How to stay healthy and safe on the job. It illustrates how to spot danger, use safety equipment, report injuries and share health and safety concerns with employers.</p> <p><i>English Express: Looking for a Job</i> Looking for a job helps people learn important job search skills such as identifying skills and interests, setting goals, preparing a resume, developing a back-up plan and preparing for a job interview.</p> <p><i>A Guide for Midlife Career Moves</i> Some topics included:</p> <ul style="list-style-type: none"> ▪ Transferring skills, knowledge, and attitudes from one work role to another ▪ Understanding how career development is a continuous process with a series of choices ▪ Investigating the advantages and challenges of non-traditional work <p><i>Positive Works II</i> The workbook contains many exercises, tips, examples, and strategies for adults transitioning to further education and employment.</p>	
Career Cruising	<p style="text-align: center;">Career Cruising</p> <p style="text-align: center;">www.careercruising.com</p>	<p>The site can be accessed from the Manitoba Government Career Development Website or directly. Career Cruising is an industry-leading online career guidance and planning system. Learners of all ages use the tools to find the right career, explore education and training options, and build their own portfolio.</p>	<p>Suitable for ALC and ALP learners; learners transitioning to further education and employment and/or training.</p>

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Applications of Working and Learning (AWAL)	The Big Picture: Essential Skills for Life, Learning and Work, National version http://library.naldatwork.ca/item/8140	This curriculum resource document has been designed to enhance learners and teachers understanding of the Essential Skills used at work, school, home, and in the community. The Essential Skills have been imbedded into curriculum delivery to provide learners with multiple opportunities to demonstrate and reflect on the relevance of the Essential Skills within their lives. The resource is divided into four sections: <ul style="list-style-type: none"> ▪ Introductory (a starting point for all users) ▪ Beginner (Grade 7 - 8) ▪ Intermediate (Grade 9 - 10) ▪ Expert (Grade 11 - 12) 	Suitable for ALC and ALP learners; learners transitioning to further education and employment and/or training.
Bowes, Barbara	<i>The Easy Resume Book – A Transferable Skills Approach</i> ISBN-10: 0968060005 ISBN-13: 978-0968060001 Available at most bookstores and at Amazon.com	This book is an excellent resource to help learners identify skills and to create a marketing document to help in job searching. The book is full of resource words, phrases and statements that job seekers can use to display their skills and accomplishments as well as sample profiles.	Suitable for ALC learners; learners transitioning to further education and employment and/or training.
Career Destination	Career Destination http://www.careerdestination.ca	The Career Destination: MANITOBA website allows visitors to browse various Manitoba career profiles in several different areas, including management, business, finance and administration, health, trades, sales and service. This website is available in French.	Suitable for ALC learners; learners transitioning to further education and employment and/or training.

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Career Destination Manitoba for Newcomers	Career Destination Manitoba for Newcomers http://www.immigrantsandcareers.mb.ca/cdmb-newcomers/general/pages/home/	<p>This website features career stories, told in their own words, of immigrants who have successfully integrated into Manitoba's workforce. These stories include how they learned English, found work, and adapted to workplace culture and daily life in Manitoba.</p> <p>This website is available in French.</p>	Suitable for ALC and ALP learners; learners transitioning to further education and employment and/or training.
Centre for Canadian Language Benchmarks	Canadian Language Benchmarks/Essential Skills in the Workplace http://www.itseessential.ca	<p>This website:</p> <ul style="list-style-type: none"> ▪ Helps internationally-educated adult newcomers and immigrants understand language requirements for particular jobs to inform their learning plans and goals ▪ Provides EAL/FLS and Essential Skills teaching aids for those working with adult immigrants and newcomers. <p>The website includes <i>25 Sample Lesson Plans</i> for various occupations, and illustrations of how Essential Skills can be used with EAL students; as well as a sample <i>Module for Hotel Front Desk Clerk</i> showing how a week's worth of lesson plans could be incorporated. In addition, there is a template so that the instructor can prepare additional lesson plans.</p> <p>This website is available in French.</p>	Suitable for ALC learners; learners transitioning to further education and employment and/or training.
Haney, Ann	<i>Computers in the Classroom, A Collaborative Approach</i>	<p>This handbook includes resources such as a Curriculum Chart that helps instructors to plan a course that integrates a variety of literacy and computer objectives –</p> <p>http://www.nald.ca/connect/v5i4/db/book1.pdf</p>	Suitable for ALC and ALP learners; learners transitioning to further education

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			and employment and/or training.
Human Resources Skills Development Canada	Human Resource Skills Development Canada Website Literacy and Essential Skills http://www.hrsdc.gc.ca/eng/workplaceskills/LES/index.shtml	The HRSDC website contains numerous resources pertaining to employment and essential skills. This website and its resources are available in French.	Suitable for ALC and ALP learners; learners transitioning to employment and/or training.
Manitoba Government Career Development Website – Your Future Your Way	Career Development – Decision Making http://www.manitobacareerdevelopment.ca/CDI/	Manitoba Government Career Development Website – Your Future Your Way Whether you are just starting to plan for your future, wanting to change jobs or looking to advance your career, this model is designed as a tool to assist you with lifelong career development planning. The site features interactive and printable resources for adult learners and instructors. Topics include: <ul style="list-style-type: none"> ▪ Problem-solving ▪ Time Management ▪ Learning ▪ Learning with Others 	Suitable for ALC and ALP learners; learners transitioning to further education and employment and/or training.

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<p>Manitoba Government Career Development Website – Your Future Your Way</p>	<p>Resume and Cover Letter Builder http://resume.manitobacareerdevelopment.ca/en/index.php</p>	<p>Manitoba Government Career Development Website – Your Future Your Way Resume and Cover Letter Builder: This tool will help you write an effective resumé and cover letter that will get noticed by employers.</p>	<p>Suitable for ALC and ALP learners; learners transitioning to further education and employment and/or training.</p>
<p>McCormick, R.; Admundson, N.; Poehnell, G.</p>	<p><i>Guiding Circles: an Aboriginal Guide to Finding Career Paths</i> <i>Aboriginal Human Resource Development Council of Canada</i></p>	<p><i>Guiding Circles 1: Understanding Yourself</i> leads individuals through a career self-assessment, helping them engage in a meaningful discussion about career paths. With the aid of a career practitioner or teacher, the workbook helps individuals identify and tell specific life stories in a positive, focused, self-reflective way, connecting their personal discoveries to the world of school and work.</p> <p><i>Guiding Circles 2: Finding New Possibilities</i> helps individuals use what was discovered in <i>Guiding Circles 1: Understanding Yourself</i> self-assessment, to explore career alternatives and effective career decisions. With the help of this workbook and a career practitioner or teacher, many possible career options are generated and the career circle explored as a ‘match’ for an individual’s career ideas. Career decision making is conducted by looking down the path of reasons, challenges, resources and decisions/actions.</p>	<p>Suitable for ALC and ALP learners; learners transitioning to further education and employment and/or training.</p>

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Manitoba Prospects	<p><i>Manitoba Prospects 2010 Home-Grown Careers</i></p> <p>http://www.gov.mb.ca/tce/lmi/prospects/index.html</p> <p>Copies are available free of charge.</p>	<p><i>Manitoba Prospects 2010 Home-Grown Careers</i></p> <p>This Government of Manitoba 16-page, magazine-style guide contains articles, profiles, and tips about various careers in Manitoba. The guide is downloadable in PDF format from this website.</p> <p>This guide is available in French.</p>	Suitable for ALC learners; learners transitioning to further education and employment and/or training
Millar, Diane	<p><i>Making Choices: Teaching Writing in the Workplace (Instructional Activities Manual)</i> ISBN: 978-1-894593-13-7</p> <p><i>Making Choices: Teaching Writing in the Workplace (Reference Manual)</i> ISBN: 978-1-894593-12-0</p>	<p>The <i>Instructional Activities Manual</i> is a flexible resource containing dozens of activities for teaching learners how to write effective notes, memos, notices, business letters, accident reports, procedures, and e-mail messages. In addition, hands-on activities are provided for teaching employees how to complete forms, create charts and flowcharts, plot graphs, and keep logs.</p> <p>The <i>Making Choices Reference Manual</i> is an academic text that describes approaches to writing instruction, and the features of spoken, written, and visual language.</p>	Both resources are suitable for ALC and ALP learners; learners transitioning to further education and employment and/or training.

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Skill Plan	How Do Your Skills Measure Up? www.skillplan.ca/measureup	<p>An online, interactive resource that links essential skills to real Canadian workplaces. The web-based practice and self-assessment provides more than 100 activity sets based on workplace documents. Each task is placed on the scale used by HRSDC's Essential Skills Profiles. The activity sets on <i>How Do Your Skills Measure Up</i> are consistent with the problem sets in the Tests of Workplace Essential Skills (TOWES). Visitors to this site can practice typical workplace tasks or assess skills levels in three essential skills: Reading Text, Document Use, and Numeracy.</p> <p>This website and its resources are available in French.</p>	<p>Suitable for ALC learners; learners transitioning to further education and employment and/or training.</p>