



## SPOTLIGHT

### A New Chapter in Learning Modules

New learning modules were introduced to Youth LIVE participants in January. Kate Apestiguy, Participant Relations Coordinator, recently completed her Career Practitioner Certificate through Dalhousie College of Continuing Education, and has a lot of new information to share with participants. Our previous life skills modules have been replaced with a new Job Search Learning Series. This series of modules is delivered in both group and individual sessions and is progressive throughout the 28-week program.

Each participant will have the benefit of participating in the following modules:

**Skills Identification** (group module) – Participants learn about concepts such as skills inventory, helping to identify skills they obtain through work experience as well as through their hobbies, volunteer work, etc. This process is intended to help build their confidence. The Human Resource and Skills Development Canada's nine Essential Skills for work, learning and life are also introduced in this module.

**Resume Writing** (group module) – Participants learn the basic dos and don'ts of resume creation and are given a template to start their own resumes. Staff follow up on an individual basis with each participant and help to create a resume the participant will feel confident about when doing a job search.

**Job Search Tools and Techniques** (group model) – Participants are introduced to different ways to find work including on-line job search, the hidden job market and networking. Staff follow up on an individual basis with each participant to track where the participant is looking for employment and the outcome of the job search.

**Writing Cover Letters** (individual module) – Participants, assisted by a Participant Generalist, create a standard cover letter to accompany their resume. Participants will also learn proper practices for cover letter creation so they are able to revise their document to meet future needs.

**Interview Techniques** (individual module) – Participants are guided through the important components of an interview, including pre-interview preparation, appropriate dress and post-interview follow up. Participants will have the opportunity to do mock interviews with staff if they wish to practice their interview skills while in the program.

In addition to the modules, participants are introduced to the concept of a portfolio, and will contribute to this collection of their work throughout their time in the program.

We are excited to deliver these new modules to our participants and support them in making the transition from the Youth LIVE program to employment.

## CELEBRATING OUR SUCCESS



Participant Jonathan E. (right) receives his program completion certificate from Program Generalist Tamara Matheson.

Here's what our participants say about Youth LIVE:

### Were your expectations met by being a participant in the Youth LIVE program?

I was lacking teamwork skills and had difficulty working with others. That has dramatically improved. I learned a lot about others while in this program.

Glenn T.

By far exceeded. I wanted to be a better person. The program gave me a really good structure to work from.

Chris S.

### What did you think that you would get out of the Youth LIVE program?

At first I thought I would just get a pay cheque. But now I realize that it has given me an opportunity to work with people and has helped with my social anxiety.

Taylor D.

# OTHER GOOD NEWS

## Highlighting Essential Skills Development

In the spring of 2009, Youth LIVE partnered with Nova Scotia Community College Career and Transition Services to integrate Human Resource and Skills Development Canada's (HRSDC) nine Essential Skills into the Youth LIVE program. Since that time, we have redesigned our assessment, skill development and training processes using the Essential Skills language and tools as the framework.

This provides a means for participants to understand their current skill levels as well as tools to support their growth and development while in the Youth LIVE program. Through hands-on learning in our operations

and individual coaching and support from staff, we are seeing increased self-awareness and self-confidence in our participants.

Recently, Youth LIVE was chosen as a case study to be showcased on the HRSDC Essential Skills website as an example of how to successfully integrate the Essential Skills model into a program or workplace.

For more information on the HRSDC Essential Skills, visit their website at [www.rhdcc-hrsdc.gc.ca/eng/workplaceskills/essential\\_skills/general/home.shtml](http://www.rhdcc-hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/home.shtml)



*Youth LIVE participants hone their Essential Skills (from left to right): Chris documents the daily vehicle inspection; Megan uses the computer to enter product inventory; Shyanna, Christina, Alex and Kirill use their teamwork skills.*

## Youth LIVE Participants Ready to Work!

For the past year or so, Youth LIVE staff have been referring select participants to the Ready to Work Tourism program as a possible next step in their job skill development. This is a national program dedicated to assisting young people in preparing for career opportunities in the tourism industry. It is an enhanced, entry level skill development program available to new Canadians, persons with disabilities, Aboriginal youth, at-risk youth and mature workers.

As they approach their completion date, participants who have demonstrated commitment and a high level of performance in the Youth LIVE program are recommended to the Ready to Work program. They are then interviewed,

and if accepted, transition from the Youth LIVE program to the five-week Ready to Work tourism training program. Youth who have completed the Ready to Work Program have had great success in securing employment in the hotel industry.

Youth LIVE staff have developed a relationship with Lynn McDonagh Hughes, Ready to Work Manager of Operations, who had this to say about working with Youth LIVE graduates: "We have found Youth LIVE graduates to be very helpful with our new immigrants and other diverse groups, often taking them under "their wing" and assisting them with the workbook material. We have had great success finding employment for our Youth LIVE graduates and look forward to continuing our relationship with Youth LIVE and providing opportunities for future graduates to begin a career in tourism."

Youth LIVE

490-5589 or [ylrecruit@halifax.ca](mailto:ylrecruit@halifax.ca)

[www.halifax.ca/police/YouthLIVE](http://www.halifax.ca/police/YouthLIVE)

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