

**Gezhtoojig Employment & Training**

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**PERSONAL TRAINING RESEARCH KIT OF:**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DIRECTIONS**

This training kit is to assist you to determine and research training needs to get the job you want. Going back to school is a big decision and this kit allows you to gather information using a step-by-step process. This information will enable you to make an informed decision on training needs.

**The step-by-step process is as follows:**

1. Complete the front page.
2. ***Read the entire package***in order to understand what you will need to do.
3. Complete **“Informational Interview”** (pages 4) research to obtain information on what jobs are out there now and in the future.

1. Complete “**The Job I Want Is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”** (page 5) chart.
2. Investigate 2 training institutions and programs by obtaining course/training programmes information and completing the **“Institutions/Action/Training I Need to Get the Job I Want”** (pages 6-9)section.

The completed kit should provide you with a rationale to make a good training decision. If you choose to pursue training, please contact the person who gave you the Research Kit and they will advise you of the next step.

*\* COMPLETION OF THIS RESEARCH KIT DOES NOT GUARANTEE ANY APPROVAL FOR THE FINANCIAL SUPPORT FOR TRAINING BY GEZHTOOJIG EMPLOYMENT & TRAINING.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | Where to Go? |
|  | STEPS IN RESEARCHING THE JOB I WANT |  |  | Current Education/Training | Human Resource Centres, Libraries, College Career Resource Centres, First Nations & Friendship Centre Resource People |
|  |  |  | Current Employer Research | What training and/or education are needed to do this job? How can I get it? Are Prior Learning Assessment and maturity credits an option? |  |
|  |  | Wages, Working Conditions | Who is hiring? What other employers are in this field? Who can I talk to? |  |  |
|  | Future Outlook | What is the entry wage for this job? Top wage? What is the work environment like? |  |  |  |
| Get Job Description | What is the future outlook for this job? Is it growing? Declining? |  |  |  |  |
| What are the duties and responsibilities of the job? |  |  |  |  |  |

**INFORMATIONAL INTERVIEW: WHAT IS THE JOB MARKET?**

1. I obtained my information for the position of:

(Name of Job)

From:  Employer  Worker  Other:

1. What do you like the most about this Job?

1. What do you like least about this Job?

1. What experience is needed to enter this Job?

1. What is the starting wage? What is the top wage?
2. What are the working conditions like? (Noisy, dusty, fumes, cold, hot, inside, outside)
3. What are the hours of work? (i.e. full-time, shift work)
4. When are there layoffs? (seasonal)
5. What are the physical requirements? (sitting, standing, bending, lifting)
6. Which employers are hiring people for this job?

1. How do you know there will be a need for this job in the future?

1. What kind of training is needed to enter this job? (On-the-job, part-time, apprentice, etc.)

**THE JOB I WANT IS:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **THE JOB REQUIREMENTS** | **WHAT I HAVE** | **WHAT I NEED** |
| **EDUCATION & TRAINING** |  |  |  |
| **EXPERIENCE** |  |  |  |
| **SKILLS** - i.e. (Specific Skills) - heavy machinery operator, computer programmer, accountant, etc.,  (Generic Skills) - self-motivated, team player, decision-maker, etc. |  |  |  |
| **LICENSES / CERTIFICATES** |  |  |  |

**I HAVE CHOSEN THIS JOB BECAUSE**:

**INSTITUTION #1: ACTION/TRAINING I NEED TO GET THE JOB I WANT**

1. The Job I want is:

1. An institution that offers training courses/programs to help me obtain the job is:
2. ***Name & Address of Institution 1***

Institution:

Address:

Name of Contact Person: Telephone: ( )

Name of Course: Length of Course:

(# of weeks)

Start Date: End Date:

Day/Month/Year Day/Month/Year

Number of Classroom Hours per Week: \_\_\_\_\_\_\_\_\_\_

Breaks In Training i.e. Christmas Break, March Break, Summer Break, Reading Week

Start Date: End Date:

Day/Month/Year Day/Month/Year

Is there “on-the-job-training” available?  Yes  No If yes, How Many Weeks? \_\_\_\_\_\_\_\_\_

What are the prerequisites for the course?

Course Description (attach if available):

What skills will I gain?

What is the Institutions record of placing graduates in a related field after completion of the training? %

What is the cost of the training course/programs? $

What are all the other Costs related to this training not listed in previous question i.e. books, equipment, supplies, fees?

$



Is the school licensed to operate in Ontario?  Yes  No  Not Known

Is the school accredited by Ministry of Education?  Yes  No Not Known

Is the training course recognized by employers?  Yes  No  Not Known

Who hires graduates from this course? List employers contacted.

Is this course offered other than full-time?  Part-Time  Correspondence  Distance Learning

 Video Conferencing  Other

Are the skills obtained through this course available elsewhere?

i.e.:  Volunteer Work  On-the-job training  Other

Do you have a job offer secured upon completion of this training?  Yes  No

Is a deposit required to secure a place in the classroom?  Yes  No

What is the school policy regarding payment schedule and/or refunds?

**INSTITUTION #2: ACTION/TRAINING I NEED TO GET THE JOB I WANT**

1. The Job I want is:

1. An institution that offers training courses/programs to help me obtain the job is:
2. ***Name & Address of Institution 2***

Institution:

Address:

Name of Contact Person: Telephone: ( )

Name of Course: Length of Course:

(# of weeks)

Start Date: End Date:

Day/Month/Year Day/Month/Year

Number of Classroom Hours per Week: \_\_\_\_\_\_\_\_\_\_

Breaks In Training i.e. Christmas Break, March Break, Summer Break, Reading Week

Start Date: End Date:

Day/Month/Year Day/Month/Year

Is there “on-the-job-training” available?  Yes  No If yes, How Many Weeks? \_\_\_\_\_\_\_\_\_

What are the prerequisites for the course?

Course Description (attach if available):

What skills will I gain?

What is the Institutions record of placing graduates in a related field after completion of the training? %

What is the cost of the training course/programs? $

What are all the other Costs related to this training not listed in previous question i.e. books, equipment, supplies, fees?

$



Is the school licensed to operate in Ontario?  Yes  No  Not Known

Is the school accredited by Ministry of Education?  Yes  No Not Known

Is the training course recognized by employers?  Yes  No  Not Known

Who hires graduates from this course? List employers contacted.

Is this course offered other than full-time?  Part-Time  Correspondence  Distance Learning

 Video Conferencing  Other

Are the skills obtained through this course available elsewhere?

i.e.:  Volunteer Work  On-the-job training  Other

Do you have a job offer secured upon completion of this training?  Yes  No

Is a deposit required to secure a place in the classroom?  Yes  No

What is the school policy regarding payment schedule and/or refunds?