

GRANDE PRAIRIE REGIONAL COLLEGE
ADULT DEVELOPMENT DEPARTMENT

COURSE INFORMATION

COURSE OUTLINE: SUCCESSFUL JOB SKILLS JR066

INSTRUCTOR: William T. Shaw
 Office: A 108
 Telephone: 539-2027, ext. 36

DATE: November - December

TIME: Tuesday and Thursday
 11:00 a.m. - 11:50 a.m.

ROOM: B 105

TEXTBOOK: DON'T GET FIRED, 13 Ways to Hold Your
 Job; Janus Book Publishers; Hayward,
 California

COURSE DESCRIPTION: This course will deal with the
 responsibilities of employment.
 Emphasis will focus on the interaction
 between employee and co-workers;
 employee and supervisor.

COURSE OBJECTIVES:

This program is designed to:

- make students realize that the basic factors involved in making and keeping relationships are part of an on-going life process;
- illustrate that job survival involves team work. It means getting along with co-workers, supervisors and the general public;
- highlight areas that will assist in keeping the worker successfully employed.

Overview of Job Strategies

Job I **Becoming a Successful Student**

- note taking
- reading texts and manuals

Job II **Getting a Job**

- assessing the job market
- self inventory
- completing application forms
- writing a resume
- writing a cover letter
- preparing for an interview

Job III **The Next 25 Years**

- communication on the job
- rules of the game
- advancement

Also: presentations by personnel from Apprenticeship Branch,
Occupational Health & Safety, and Canada Employment.

All assignments must be completed to the instructors satisfaction
to achieve a pass in this class. Regular attendance is expected.