

Work Habits Training Module - Tips and Suggestions for Facilitators

Here are some tips and suggestions for facilitators who plan on presenting the Work Habits Introduction - PowerPoint Presentation to a group.

Before the Presentation

- Go to the OSP website at www.ontario.ca/skillspassport and click on **Introduction and Tips**.
- There are tips sheets which provide an overview of the OSP website for different stakeholders such as teachers (on the Ministry of Education version of the site) and employment specialists (on the Ministry of Training, Colleges and Universities version of the site).
- Review key sections of the site including the sections below which are featured in the PowerPoint presentation.
- Go to the **Work Habits** section to view descriptors for each work habit.
- Click on **Videos of Essential Skills and Work Habits in Action** to see how people use their Essential Skills and work habits in everyday life.
- **Search for Tasks in Work, Learning and Life**. This can help learners see how they have demonstrated these work habits in different contexts and gather information to include in their résumés.
- Go to the **Resources and Links** section to access the OSP Action Plans, OSP Tracker and other resources designed for use in a wide range of educational and training contexts.
- Go to the OSP website and click on **SkillsZone**. Review the games, interactive learning resources and sample activity database.
- Click on **Assess skills through an interview**. The **OSP Check-In Tool** has sample work habits task sheets in everyday life. The Action Plan may also be of interest to participants.
- If you have Internet access, consider visiting some of these sections of the OSP site as you progress through the presentation. Some of the images and icons are hyperlinked to videos.

- Review the PowerPoint to see if you would like to enhance any sections by referencing specific programs or resources that would be of interest to the group. Facilitators are encouraged to adapt the presentation to meet the needs of the group.

Materials/Handouts for Participants

- Click on **Resources and Links** to order free copies of the **OSP Promotional Materials** for participants such as the OSP Tracker and the OSP Brochure. Orders should be received at least 2 to 3 weeks before the presentation to ensure that the materials arrive on time.

Print copies of the following for each participant:

- **Essential Skills and Work Habits Reference Sheets** from the **Resources and Links** section of the OSP website. Participants may find it helpful to have a list of the work habits they can refer to as you progress through the presentation together.
- **OSP Action Plan for Learners** or **OSP Action Plan for Job Seekers and Learners** (depending on the group). These action plans are located in the Resources section of the OSP website. Please see the “post presentation” ideas listed below.

Post Presentation Activity Ideas

- Distribute a copy of the **OSP Action Plan for Learners** or the **OSP Action Plan for Job Seekers and Learners** to each participant. If the group has access to the Internet, participants could explore sections of the website featured in the action plans or this could be an independent activity after the presentation.
- Choose an **OSP Self-Assessment** and/or activities that may be of particular interest to the participants.
- Choose work habits sheets from the **OSP Check-In Tool** to discuss tasks in everyday life.