

McBride Career Group “YOUTH LINKS” Program

Dates	Project or Activity
On-going	<p>Client recruitment/orientation/intake On application, prospective clients will be given an ‘Orientation and Interview’ (O&I) time where they will complete an application form, have the opportunity to ask any questions about the program and be interviewed. The O&I will take place at McBride Career Group Inc, #300 Parkside Place, 602 - 12th Avenue SW, Calgary, T2R 1J3. Prospective clients will be asked to return for:</p> <p>Client Assessment/Career Planning This will involve client acceptance into the program and Employment Action Plan development</p>
<p><i>*Participant allowance including:</i> -hourly attendance rate -bus pass -dependent care (as required)</p>	<p>Facilitation of group based Employability Skills (correlated with Blueprint for Life/Work Designs and Employability Skills 2000+) including: Business Communications, Customer Service & Problem Solving / Personal Management & Teamwork Skills Development</p> <p>Workplace Safety -Personal Safety Management -First Aid/CPR/WHMIS certifications</p> <p>Computer Literacy/Technical Business Skills -Microsoft Office -Business research/Document preparation and formatting -Office equipment usage</p> <p>Resume Development, Job Search Techniques and Interview Preparation Participant Program Graduation</p>
90 days after end of program	<p>Three months continued participant Case Management post program, with objective that individuals return to school and/or obtain employment.</p>

Number of Participants to be accepted: **16**

ELIGIBILITY:

Participants must be between the ages of **15 – 30 years** and currently **out of school**.
Participants must NOT be EI eligible (currently receiving EI, Reachback in past three years, and/or Maternity/Paternity benefits in the last five years).

For more information, call: **Nigel Lawrence on 296-8670 or Karen Higgins on 777-5604**

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