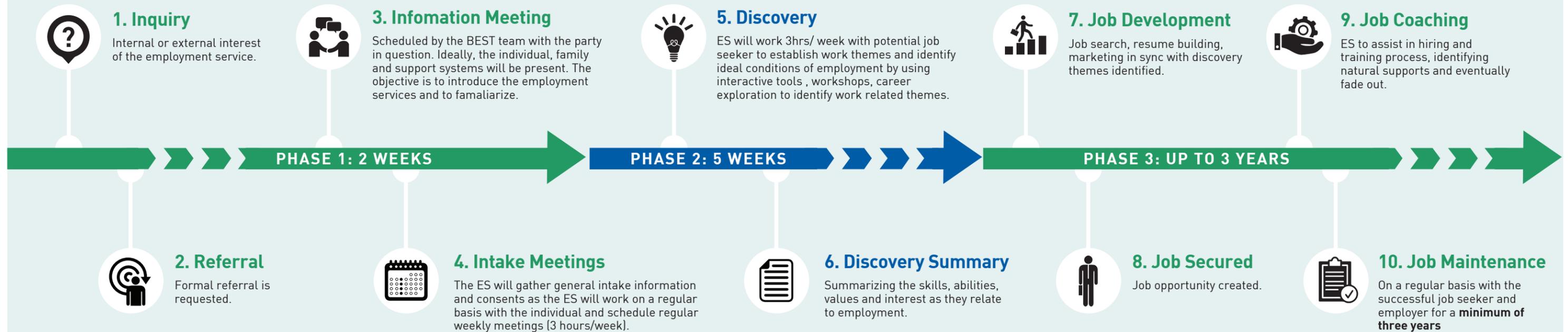


# JOB SEEKERS EMPLOYMENT PLAN

The whole process can take up to 12 weeks.



## Message from the Manager

The value of employment can easily be lost in most of our lives. The need for income in order to pay the bills, eat, get around and take care of ourselves and our loved ones tends to overshadow some of the good things that we take from having a job.

Economic inclusion is a term that we wouldn't normally associate with our 'jobs' but indeed this is the very thing that our jobs create - not only the financial benefits and the potential independence this can bring, but the lifelong friendships that can be borne in the workplace. Partnerships, relationships and even marriages can develop in the workplace, as well as life learning, skills building, personal and professional development that all lead to our evolution as individuals and citizens.

Working can open up our physical horizons as well as pushing us to raise the bar on setting goals for ourselves. These goals will encourage us to stretch not only our abilities, but our imaginations about what might be possible for us in the future.

With these newly reached goals comes a renewed sense of pride and achievement. With the recognition of a 'job well done' we feel an increase in confidence that is rarely matched. Through being open to the support that's available and becoming as self determined as we can be, we give ourselves the greatest chance to belong.

The people who we support to achieve employment are not the only ones looking to succeed. We are all seeking Economic Inclusion.



**Burnaby Association  
for Community Inclusion**

Unit D, 2800 Douglas Ave  
Burnaby BC, V5C 5B7

T: 604.299.5100  
E: [best@gobaci.com](mailto:best@gobaci.com)  
W: <http://bestemployment.ca/>



**BACI's Employment Services & Training**



### S.M.A.R.T. Goals

Each job seeker will set at least one employment goal that is achievable and within reason to help them in their journey towards rewarding employment.



### Customer Service

Individuals will learn communication skills and how to appropriately interact with customers.



### Computer Skills

Individuals will be equipped with the skills and strategies to become active job searchers.



### Interview Skills \*

Once individuals have completed their Resume and Cover Letter writing workshop they can prepare for job interviews, through mock interviews.



### Teamwork & Problem Solving \*

Individuals will gain teamwork and problem solving skills through group activities.

# BEST

## JOB SEEKER'S WORKSHOPS



### Money Management

Individuals will gain the ability to display counting and sorting skills, addition and subtraction as well as simple money concepts.



### Banking

Individuals will gain exposure to a bank atmosphere and their daily procedures. They will also learn how to budget their money.

*\* Mandatory workshops*



### Workplace Expectations I \*

*Work Breaks: Breaks and Lunch Starting and Stopping Work*

Individuals will be familiarized with workplace expectations on being punctual, following a schedule, procedures related to breaks and starting and stopping work.



### Workplace Expectations II \*

*Asking for Assistance Focus On Your Own Work*

This workshop will demonstrate how and when to ask for assistance as well as provide strategies and insights on how to focus on your own work.

# HOW TO GET STARTED

Below is a list of eligibility.

### Candidate must be:



19 Years of age or older



Referred through CLBC



Transit independent or willingness to explore alternatives



Strong desire to work



Need to work with BEST

*Already with BACI? Please talk to your program supervisor or contact [best@gobaci.com](mailto:best@gobaci.com)*

# READY TO WORK?



In order to access the workshops you need to be referred to BEST Service.



Once you have been referred, the BEST Team will schedule an informational meeting, where the service will be introduced and information will be shared.



The referral will be then processed, taking into consideration suitability and availability of services.



Please contact BEST at 604-299-5100 to schedule an informational meeting.