



IS CAREER LAUNCHER THE RIGHT ASSESSMENT FOR ME?

This assessment may be helpful if you:

- want to learn more about the nine Essential Skills for the workplace and how to apply them;
- want to identify your current Essential Skills levels;
- want to discover the options and supports that are available to help you achieve your occupational-goal;
- **and are ready and willing to invest five-days in yourself and your future!**

If you would like to discuss if you are a good fit for this assessment, please contact us at: 204-282-9980

HOW TO REGISTER

There are three ways to register for this assessment:

- speak with your Employment and Income Assistance Case Coordinator;
- speak with your Training and Employment Services Career Development Consultant;
- or you can register by calling 204-282-9980.

CAREER LAUNCHER is a five-day Essential Skills Assessment that identifies your current Essential Skills. The assessments cover all nine Essential Skills and include paper and pen/pencil assessments integrated into an activity-packed week. You will have the opportunity to demonstrate all of your current Essential Skills through these activities and assessments.

You will also learn about Employability Skills and Personal Management Basics (PMBs). These skills will also be observed and may also be identified on your Report Summary, along with your Essential Skills.

YOU WILL HAVE THE OPPORTUNITY TO:

- ✓ Identify the Essential Skills you already have and need to develop
- ✓ Learn more about conducting an effective job search and how to plan for a career
- ✓ Create a portfolio

The 9 Essential Skills are: Reading, Document Use, Numeracy, Writing, Oral Communication, Working with Others, Thinking, Digital Technology, and Continuous Learning.



Are you ready?

- TRANSPORTATION** - Ensure you have a reliable source of transportation to get to and from ESM for all five-days. This may include public transportation (bus), bike, or getting a ride from a friend.
- CHILDCARE** - If you have a child in your care, ensure you have reliable childcare for all five-days from 8:30 AM - 4:00 PM. (Allow time for you to drop off before the start of class and pick up after.) ESM does offer preschool childcare at a limited capacity. Please contact ESM if you are interested.
- LUNCH** - No need to worry about this - we've got it! ESM will provide lunch each day of the assessment, as well as water, tea, and coffee throughout the day.
- SUPPLIES** - No need to worry about this either! ESM will provide all supplies required to complete the assessments and activities.
- CAREER GOAL** - Start thinking and researching about careers that interest you. This will help you work towards a career goal.



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Five-Day Career Launcher Essential Skills Assessment

What to expect...

ORIENTATION

Prior to being scheduled for Career Launcher, you will attend an Orientation.

Orientations are typically two-hours and occur Monday afternoon. They include a brief presentation about what you can expect during the five-day assessment, and a chance for you to ask any questions you may have. You will also complete the ESM intake form and schedule your assessment.

ASSESSMENTS

Throughout the week, you will be assessed formally, and through observation and conversations. Existing assessment methods include paper and pen/pencil assessments, semi-structured conversations, skill demonstrations, standardized Essential Skills assessments, self-assessments, and group activities.

- **EMPLOYABILITY SKILLS AND PMBs**
During the week, you will also learn about the Employability Skills and Personal Management Basics (PMBs) that employers are looking for.
- **COMPUTERS**
You will also learn how computers can support your occupational-goal through reviewing job search web sites, research into education, and online career planning. Our computers are equipped with Windows 7 and Microsoft Office 2013.
- **SUPPORTS**
ESM staff have access to and knowledge of various supports for every need. While in the program, please speak with a facilitator if you are struggling or need assistance with anything that may be hindering your success.
- **SCHEDULE**
Expect to be in class Monday-Friday from 9:00 AM to 3:30 PM. You will get two 15-minute breaks and one 45-minute lunch break each day.

- **REPORT SUMMARY**
Upon completion of Career Launcher, a Report Summary identifying your current Essential Skills levels and recommendations will be developed.
The Report Summary will identify your current Essential Skills levels in Reading, Writing, Document Use, and Numeracy (Math). Feedback will also be provided on strengths and areas for development for all nine Essentials Skills and Employability Skills. If applicable, recommendations for upgrading and training will be included in the Report Summary. This may include ESM's Essential Skills Training or Reach Forward. A copy will be mailed to you.
- **Essential Skills Training (EST)** provides you with the Essential Skills needed to progress towards your occupational-goal. The Essential Skills you will develop in this program are transferable skills required in every workplace.
- **Reach Forward** provides training in Employability Skills, Life Skills, and Essential Skills. All training and activities used in the program will reflect real workplace documents, situations, and practices.

What's Next?

- Upon completion of the assessment, your Report Summary will be forwarded to the appropriate contact based on your referral. You may be referred to:
 - **Training and Employment Services (TES)**
If you are referred to TES, you will given an appointment to meet with one of the following:
 - **Career Development Consultant (CDC)**
If you require further support (such as occupational training) you can meet with a CDC to discuss your occupational-goals and the steps you will need to move forward.
 - **Pathway Support Unit (PSU)**
If you are employment focused, a Labour Market Service Advisor (LMSA) can advise you on the steps you will need to make to move toward your occupational-goal.
 - **Employment & Income Assistance (EIA)**
If you are referred to EIA, you will be recommended to arrange an appointment with your EIA Case Coordinator (CCO) to discuss the steps you will need to move forward.
 - **Other Organizations**
Upon your request, a copy of your Report Summary can be forwarded to another organization or contact.

You can be our next success story...

“I didn't know what to expect this morning but I really enjoyed my day. I learned a lot. I'm looking forward to tomorrow.”

“I enjoy talking and connecting through our experiences. I love how deep we get into analyzing particular skills each day. It inspires me to want to push myself forward.”

“I feel that this program is empowering us in a very positive way.”