

**WORKPLACE TASK PROGRAM**  
**Training in Attitude Skills and Knowledge**  
Winter 2012

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**COURSE DESCRIPTIONS:**

**TASK 054 – Work Experience I**

- This module provides students with the opportunity to practice their employability skills in the work environment.
  - Introductory employment skills and attitudes
  - Introductory teamwork in a work environment
  - Workers rights and responsibilities
  - Introductory job search skills
  - Employment documents

**TASK 055 – Work Experience II**

- Students will continue to build on their employability skills in the workplace.
  - Enhanced employment skills and attitudes
  - Enhanced teamwork in a work environment
  - Enhanced job search skills

**TASK 056 – Personal and Career Portfolio**

- This module covers aspects of creating a portfolio, realistic goal setting and life long learning
  - Recognition of different kinds of learning
  - Establishing an action plan
  - Building relationships with community to support the action plan

**LEARNING EXPERIENCES:**

The TASK program will emphasize participation in activities, taking responsibility and a positive attitude, towards learning and employment. We will learn together through group discussions, small group work, assignments, quizzes, vocational tours and community based work experiences.

Students will be expected to be dressed for casual office work environment during class. This includes good hygiene, clothes in good repair and without stains. Clothes should fit properly and be comfortable. Dress during work experience hours will be dependent on the onsite supervisor.

It is required that students attend regularly, are punctual, and are prepared with their supplies and positive attitudes.

**COURSE REQUIREMENTS:**

TASKS 054 – 056 are credit/no credit courses.

All assignments and quizzes must be completed in order to receive a credit.

Classroom and work experience attendance will be 10% of your mark. Anyone who is late more than 10 min or is late more than once in a day will be considered absent.

**QUIZZES**

There will be quizzes covering material we have worked on including material from lectures, guest speakers, vocational tours, videos, textbook etc.