

Theme: Preparing for Employment in the Service Industry	Length: 3 hours	
Topic: Guest Speakers Interacting with Employers Written Reporting Updating Goals and Action Plans	Target Audience: CLB 4 – 5	
Lesson Objective(s)/Task(s): Students will listen to guest speakers advise on resume tips, interview skills, common employment opportunities for newcomers to Grande Prairie, road blocks to hiring, and other applicable subjects Students will ask guest speakers follow up questions Students will write a brief summary of information gained from guest speakers Students will apply knowledge by updating goals, action plans, resumes, and job search methods		
Learner Outcome(s): By the end of the lesson, students will be able to Listening Understand descriptive narrative monologues or presentations related to everyday, personally relevant topics or situations (5) Get the gist, key words and phrases, factual details, and some implied meanings of monologues (5) Speaking Use non-verbal communication to show interest (4) Ask questions politely and appropriately (4) Indicate non-comprehension (5) Writing Write a short paragraph to describe a familiar situation, personal experience, or future plan (4) Express main ideas and support them in some detail (5)		
Resources and Materials: Guest Speakers		
Activity	Timing	Possible Roadblocks & Solutions
1. Greeting and Preparation - Instructor will welcome class and review any necessary material or homework. Instructor will remind students that guest speakers will be coming to class today to help them deepen their understanding of the job hunt in Grande Prairie and assist them in sharpening their skills. Students will work in pairs or small groups to think of questions they would like to ask professionals coming in from The Workplace, West Jet, and the Volunteer Services Bureau, as after each speaker is finished their presentation, there will be a few minutes to ask questions.	30 minutes	

<p>2. Guest Speaker One - Speaker will have 15 – 20 minutes to present on their chosen topic and then 10 – 15 minutes to respond to student questions.</p>	<p>30 minutes</p>	<p>Instructor will have to monitor the timing of each guest speaker's presentation and the students' interaction with each speaker, so as to respect each guest's time and not keep any one there longer than the agreed upon limit.</p>
<p>Buffer time between speakers for running over or setting up visuals</p>	<p>15 minutes</p>	
<p>3. Guest Speaker Two - Speaker will have 15 – 20 minutes to present on their chosen topic and then 10 – 15 minutes to respond to student questions.</p>	<p>30 minutes</p>	
<p>Break</p>	<p>15 minutes</p>	
<p>4. Guest Speaker Three - Speaker will have 15 – 20 minutes to present on their chosen topic and then 10 – 15 minutes to respond to student questions.</p>	<p>30 minutes</p>	
<p>5. Written Response - Instructor will facilitate a take up from today's guest speakers after they have departed from the class. Students will be asked what they learned, how that fit in with or added to what they had learned in the previous few weeks of classes, how this information helps them in their approach to finding a job in GP and what they are going to do with the information they learned today. Following a brief 5-10 minute class discussion, students will be asked to write a journal entry to the above questions (which the instructor will write on the board) and to update their goals, action plans, and resumes as necessary in response to what they heard and learned today.</p>	<p>30 minutes</p>	
<p>Notes:</p> <p>For the first day of Guest Speakers I am working on bringing someone in from:</p> <p>The Workplace</p> <p>Alberta Supports</p> <p>GP Volunteer Services Bureau</p>		
<p>Written By: Laura Mitchell</p>		