



Live, work and lead for success



FICS Learning Capsules are practical sessions that give you what you need to get great jobs, keep great jobs and lead and grow in the workplace. We've been doing this in Canada and internationally for a long time, and we know what works when it comes to work. Now we want to share it with you! There are six capsules in total. Sign up for as many or as few as you like, depending what you're looking for.

Learning Capsule 1: Get the Right Job

Boost your ability to get that great job! Learn how to search for jobs that match your skills and write applications that attract positive attention. Develop and practice interview skills that capture an employer's attention and play to your strengths.

Session 1:

During the first session of Capsule 1, participants will consider where to seek employment opportunities that match their skills and experience by taking time to consider what they have to offer the workplace and how to seek opportunities that accurately match their skills, strengths and talents.

Outcome: Identify what you have to offer an employer and where you should be looking for employment success

Session 2:

During the second session, participants will learn what it takes to produce applications that get positive attention from potential employers. Participants will review common application errors and practice producing quality cover letters and CVs.

Outcome: Discover what's needed to create CVs and cover letters that capture the attention of potential job prospects

Session 3:

During the third session, participants will be walked through interview techniques that are commonly used and provide an opportunity for participants to practice those techniques in a safe and non-threatening environment so that they are well prepared to win over prospective employers.

Outcome: Learn the interview skills that will increase the confidence of prospective employers to hire you

Facilitators: Kathrina Loeffler and Christian Vulpe are professional educators and certified professional facilitators. They are both dynamic speakers and hold Ontario Teaching Certificates, Master of Education degrees and training in adult education from St. Francis Xavier University. They have been delivering quality education programs that engage participants and strengthen the skills of people to succeed in the workplace since 2011.

When: Monday evenings 6:00 – 8:00 PM

Where: Downtown Toronto

How long: 3 weeks

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