

FACILITATOR'S INTRODUCTION

PARTICIPANT PROFILE

This Overview and Orientation Workshop has been designed specifically for immigrants with foreign training, qualifications and experience in Mechanical, Industrial, Chemical and Electrical/Electronic Engineering. Additional information is provided on the occupations of Engineering Technician and Engineering Technologist. If you intend to accept members of other occupations into the workshop, be aware that you may have to conduct further research and adapt the curriculum to meet your needs.

Participants will benefit most from this program if they also meet one or more of the following criteria:

- newcomers to Canada or
- have lived in Canada for some time, but have not been able to gain access to employment in their field or
- lack awareness of the systems, supports, and resources available, or
- are seeking entry into their field.

METHODOLOGY

This workshop has been developed so that it:

- is interactive
- accommodates the different learning styles
- demonstrates principles of adult education methodology.

Strategies used in the workshop include short lectures, individual activities, pair work and group activities.

Sources of information for the content of this curriculum include:

- The Department of Human Resources and Skills Development (formerly Human Resources Development Canada (Job Futures)
- Ontario Government (Ontario Futures)
- Industry Canada
- Where the Jobs Are*, by Colin Campbell.
- The STEPS to Employment Program, Citizenship and Immigration Canada www.stepstoemployment.net
- Material from the Professional Engineers of Ontario
- Material from the Canadian Council of Professional Engineers

STRUCTURE

The Overview and Orientation Workshop is intended to be delivered over **30-35 hours** with time for discussion and breaks. The workshop has been divided into **six sections**, with an introduction and wrap-up.

The sections do not necessarily need to be delivered in the order presented; the activities within each section, however, should be delivered in order. In other words, you may choose to deal with Licensing before the Labour Market, but the activities within the Licensing Section should be delivered in order.

It is recommended that facilitators **begin each day with an open discussion** of the labour market for members of the profession or trade you are working with. You might ask:

- Was there anything in the news yesterday or this morning related to your profession/trade?
- Was there anything in the business sections of the newspapers about major employers in your field?
- Where there any job ads?
- Has anyone heard anything about job fairs or conventions coming up related to the field?

Discussion of this nature conveys to participants the importance of staying abreast of the field, sharing information and being aware of the trends in the industries that affect their job search.

PREPARATION

In order to deliver the Overview & Orientation Workshop for Engineers, you need:

- The Facilitator's Guide** (this document), including the lecture notes, overheads, handouts and answer keys that are included with this guide.
- The Participant's Workbook** – which includes all activities. (One for each participant.)
- Resource Packages** (see Building Your Resource Packages, pages 3-7).
- At least one Guest Speaker** (see Guest Speakers, page 8).

BUILDING YOUR RESOURCE PACKAGES

The success of this program relies on relevant, up-to-date *Resource Packages* for each participant. The following detailed bibliography will help you develop these packages.

Each resource package *must* contain:

- Articles and other documents providing **labour market information** on engineering and related industries and occupations. This will entail visits to a library or employment resource centre as well as Internet access.
- Sample **job advertisements** for different engineering disciplines.
- A copy of the *Professional Engineering Act (including Regulation 941)*.
- Licensing information** (requirements and process) from the occupational regulatory bodies.
- Articles relating to advances in **technology** in engineering.

Details on how to gather these materials follow.

OCCUPATION-SPECIFIC RESOURCE PACKAGES:

Suggested Contents

1. Labour Market Information

Engineering in General

- Future Focus Occupational Trends in the Greater Toronto Area 2001* Published by HRDC.
- Engineering Dimensions* – available at some libraries; published by PEO.
- Job Futures Canada* <http://www.jobfutures.ca/>
- Ontario Job Futures* <http://www.ontariojobfutures.net>
- Conference Board of Canada* <http://www.conferenceboard.ca/>
- Statistics Canada* <http://www.statcan.ca/start.html>
- Canada Prospects* <http://canadaproprospects.com/>
- Labour Market Information* <http://lmi-imt.hrdc-drhc.gc.ca/>

Industrial Information

- Search for recent articles from *The Globe and Mail*, *Toronto Star*, *National Post*, *Report on Business* magazine, *Macleans*, *Canadian Business* and others. Also the websites of Industry Canada (http://strategis.ic.gc.ca/sc_coinf/ccc/engdoc/homepage.html) and Sector Partnerships (<http://www.hrdc-drhc.gc.ca/hrrib/hrp-prh/>) are excellent sources of information

The following industrial associations may also be able to provide printed materials:

- Information Technology Association of Canada: (905) 602-8345 or www.itac.ca
- Canadian Advanced Technology Association: (613) 236-6550 or www.cata.ca
- Electronics Manufacturing Association of Canada: (416) 236-7410
- Canadian Plastics Industry Association (905) 678-7748 x 241 or www.cpia.ca
- Association of Consulting Engineers Canada (613) 236-0569 <http://www.acec.ca/en/home.html>
- Aerospace Industries of Canada: (613) 232-4297 or <http://www.aiac.ca/>

OCCUPATION-SPECIFIC RESOURCE PACKAGES: Suggested Contents

Discipline-specific Information

- Job Futures Canada* <http://www.jobfutures.ca/>
- Ontario Job Futures* <http://www.ontariojobfutures.net>

Salary Survey Table

The PEO publishes salary surveys annually. An excerpt from the 2003 version is included in the Participant's Workbook. You may wish to update or expand the information. PEO salary survey information is available on-line at www.peo.on.ca, click "Publications", then "Salary Survey".

Job Advertisements

- The Globe and Mail* www.globeandmail.com
- Engineering Central www.engcen.ca/
- HRSD job bank www.jobbank.gc.ca/
- Public Service Commission of Canada, Jobs open to the public
http://jobs.gc.ca/menu/alljobs_e.htm
- Canada WorkInfoNet www.workinfonet.com
- Workopolis www.workopolis.com
- Monster Board www.monster.ca
- Yahoo Hot Jobs www.hotjobs.ca
- Job Bus www.jobbus.com/
- All star jobs www.allstarjobs.ca/jobs/
- Job Search www.jobsearch.ca/
- Employment News www.employmentnews.com/
- Canada Job <http://www.canadajob.com/>
- Canadian Employment Search Network www.canjobs.com/
- Career Builder www.careerbuilder.com/
- CareerMag www.careermag.com/
- Canadian Technical Employment Network www.cten.ca/
- New Canadian Program www.newcanadians.org/
- Net Jobs <http://www.netjobs.com/>
- Career Bookmarks Toronto Public Library
<http://careerbookmarks.tpl.toronto.on.ca/>

OCCUPATION-SPECIFIC RESOURCE PACKAGES:

Suggested Contents

Use the Internet to look up major manufacturers, consulting firms, etc.

Directories

- Business Directory and Company Profiles <http://www.bellzinc.ca/>
- Canadian Trade Index <http://www.ctidirectory.com/>
- List of Professional Associations <http://www.cicic.ca/>
- Community Information Centre of Toronto <http://www.211toronto.ca/>
- The Blue Book of Canadian Business <http://www.cbr.ca/>
- Canadian Ontario Business Centre www.cbosc.org/ontario
- Canadian National Business Directory www.canbd.com
- The Toronto Board of Trade www.bot.com
- Fraser's Canadian Trade Directory www.frasers.com
- Thomas Register www.thomasregister.com
- Scott's Directories <http://www.scottsinfo.com/>

E-Mentoring for foreign trained professionals

<http://www.canadainfonet.org/about%20us/default.asp?s=1>

2. Acts and Regulations

Order the Professional Engineering Act from **Publications Ontario** (416) 326-5300 or 1-800-668-9938. You can also obtain it through the Internet at www.gov.on.ca, click "Publications", then "Acts & Regulations" or directly from PEO's website www.peo.on.ca click "About PEO" then Professional Engineering Act

3. Licensing Package

Request from Professional Engineers Ontario, (416) 224-1100, or 1-800-339-3716 the following:

- "General Information for applicants who do not have a bachelor's degree in engineering from an accredited Canadian university"
- "Guide to Required Experience for Licensing as a Professional Engineer in Ontario"
- You can also download this information from www.peo.ca, click Licensing & Registration then Prospective Immigrants

Order from the Ontario Association of Certified Engineering Technicians and Technologists, (416) 621-9621 "Application package" or download this information from www.oacett.org "Fact Sheet on Registration for New Canadians"

OCCUPATION-SPECIFIC RESOURCE PACKAGES:

Suggested Contents

4. Technology

Articles from *Engineering Dimensions* – available at some libraries; published by PEO.

Articles from discipline specific trade magazines & directories such as:

- ❑ *Canadian Chemical News* (<http://www.accn.ca/>) – published by The Chemical Institute of Canada: (613) 232-6252
- ❑ *Canadian Electronics*. (<http://search.electronicscanada.com/ce/>), *Design Product News* (<http://www.actioncom.com/dpnhomepg.htm>), *Advanced Manufacturing* (<http://www.advancedmanufacturing.com/>)
- ❑ *Plant Engineering & Maintenance* (<http://www.pem-mag.com/>) Published by CLB Media Inc (905) 727-0077
- ❑ *Guide to Canada's Aerospace Industry*. Published by Aerospace Industries of Canada: (613) 232-4297 <http://www.aiac.ca/>
- ❑ *Design Engineering Magazine*, *Heating Plumbing Air Conditioning Magazine*, *Plastics in Canada*, *Plant Canada's Industry Newspaper* Published by Rogers Media Publishing (<http://www.bizlink.com/>)
- ❑ *Canadian Consulting Engineer Magazine* Published by Business Information Group 1-800- 268-7742
<http://www.canadianconsultingengineer.com/>
- ❑ *Environmental Science & Engineering* (905) 727-4666
<http://www.esemag.com/>

GUEST SPEAKERS

There is an opportunity within the structure of the Workshop to invite guest speakers in to address the class. The topic for the guest speaker is “workplace expectations and hiring procedures”; this may, of course, be tailored to suit the speaker’s expertise. You will have to secure your guest speaker from the local community. Some possible sources are:

An Employment Agency

If there is an employment agency in your community that regularly serves employers and job searchers in the profession or trade you are working with, ask them to come in to address such topics as:

- needs of employers
- current hiring trends
- temporary work -- if any
- resumes - what works, what doesn't.

The websites of few employment agencies specializing in engineering are:

- Multec <http://www.multec.ca>
- Ian Martin <http://www.ianmartin.com/>
- Huntech Consultants <http://www.huntech.com/>
- MEDA Ltd <http://www.medagroup.com/home/>
- Pride in Personnel <http://www.prideinpersonnel.com/careersearch.asp>
- ATS Reliance <http://www.atsrecruitment.com/>
- Advanced Technology Partners <http://www.atpstaff.com/>

A Human Resource Professional from a Large Employer

The speaker should address:

- How are positions advertised?
- What kind of people are they looking for?
- What stands out in a resume?
- What are the working conditions, benefits, etc.?

"A Day in the Life of..."

Participants generally enjoy listening to and asking questions of a practicing professional in their field. It is even more beneficial if the guest speaker is foreign-trained and can address any challenges they encountered and "secrets" to success.

One other option for a guest speaker is to integrate it into a field trip. In particular, staff at Human Resources and Skills Development are often able to give very effective presentations in such topics as research tools, "The World of Work" computer program and tours of the Centre.