

JCLT LEADERSHIP TRAINING (JCLT) APPLICATION INFORMATION

JCLT SELECTION CRITERIA

- Experience in leading and facilitating groups, particularly in the field of job search
- Knowledge of successful job search techniques and labour market information
- Post secondary education or equivalent in fields such as career development, counselling, social services, teaching or human resources
- Public speaking, communication and assertiveness skills
- Knowledge of federal and provincial services, community employment programs, support systems, provincial and local labour markets
- Successful applicants are expected to be appropriate professional models for unemployed and vulnerable clientele

SELECTION PRIORITY

1. Uncertified Job Club Leaders
2. Applicants who have been promised a Job Club position upon certification
3. Career Development Practitioners, Instructors or Counsellors furthering their training

REGISTRATION

Upon notice of acceptance you will be issued a Course Registration Number (CRN).

Your next step is to register. You will be provided registration information.

Organizations, if you want to be invoiced details on the [Authorization to Invoice for Course\(s\)](#) PDF.

Please allow additional time for this option.

APPLICATION REQUIREMENTS

Address your application to the Selection Committee and include the following:

1. **Program Admission Application form**
2. **Application letter** describing how your background matches the Selection Criteria and including:
 - your career development experience
 - your reason for wanting the program
 - when you plan to use the training
 - your experience with Job Club
3. **A chronological resume**, which you have designed yourself
4. **Two reference letters** from your most recent employers, co-workers or instructors

Please note that all four components of the Application requirements are necessary. Incomplete applications are not considered.

You may want to phone/email to confirm that your application (mail/email/fax) was received.

Send Applications to:

Mail: JCLT Selection Committee
Sue Brady, Coordinator,
2-1773-130th St., Surrey BC V4A 8R8

or

Fax: Attn CFCS CE 604 527 5426

More Information:

Email: CFCSC@douglas.bc.ca

Telephone: 604 527 5959

**JCLT: Douglas College ♦ 700 Royal Avenue
New Westminster BC**

JOB CLUB LEADERSHIP TRAINING CERTIFICATION

JOB CLUB LEADERS

- Are goal-oriented: help clients find a suitable job within the shortest feasible time period
- Are action-oriented: (clients learn by doing) and teach by using modeling, imitation and practice
- Provide a structured framework; facilitate a supportive group environment and setting
- Coach/encourage/assist job seekers as they practice strategies step-by-step
- Provide specific feedback using steady, positive reinforcement

JOB CLUB LEADERSHIP CERTIFICATION

- Established standards for certification are based equally on competence and attitude
- Douglas College will issue a Certificate of Completion, which is recognized by both federal and provincial Job Club sponsors
- Participants will have a permanent record and access to official Douglas College transcripts.

THE JOB CLUB METHOD

- Follows the Azrin or Behavioural Model of demonstration, practice, feedback and positive reinforcement
- Accommodates labour market and technology changes
- Remains on the leading edge in assisting clients to attain self-sufficiency

JOB CLUB LEADERSHIP TRAINING

- An intense 35 hours (one week) of training
- Participants *learn by doing*, first seeing the method modeled, then teaching segments of Job Club topics to each other while being videotaped, practicing positive reinforcement and specific feedback. Trainees contract to learn the Job Club Method and apply it in delivering the Job Club model
- JCLT does not provide specific training on resume writing, interviewing, salary negotiations, proposal writing or multi-cultural issues. We recommend additional courses for this training.

TRAINING BY

Douglas College in partnership with ENET Society.

Douglas College is a public post secondary institution. **ENET** is a non-profit career development association.

Instructors: Senior JCLT facilitators Renee Russell and Judi Huta

CARP PRE APPROVED

JCLT has been pre approved for 35 hours of credit towards your CARP designation.

TUITION FEES

- Tuition fees include materials
- Receipts are issued for income tax purposes
- Register upon acceptance to JCLT

REFUNDS

Notice of Cancellation must be received by the JCLT Coordinator five (5) working days before the start of JCLT. A processing fee of \$25 will be charged.

DOUGLAS COLLEGE AMENITIES

Library
Parking
Bookstore
Cafeteria
Computer labs
New Westminster Skytrain – 1 block away

MAPS AND DIRECTIONS

www.douglas.bc.ca

JCLT: Douglas College
700 Royal Avenue ♦ New Westminster BC
www.douglas.bc.ca/cfcs/ce