


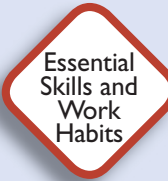







Ontario Skills Passport (OSP) Action Plan for Job Seekers

This action plan outlines how you can use the OSP to assess and build your Essential Skills and work habits and transfer them to a job or further education or training.

Name: _____

 <p>Welcome</p>	<ul style="list-style-type: none"> • Get information on Second Career, Ontario Skills Development, Job Connect and other Employment Ontario programs. • Learn how to use the Ontario Skills Passport in these programs. 	 <p>Check-Up Tools</p>	<ul style="list-style-type: none"> • Choose a self-assessment to get information on your Essential Skills and work habits. • Compare your results to occupations you are interested in. • Choose activity sets to help you practice and build your Essential Skills. 	 <p>Resources</p>	<ul style="list-style-type: none"> • Access useful resources, such as this OSP Action Plan and the OSP Tracker.
 <p>Essential Skills and Work Habits</p>	<ul style="list-style-type: none"> • Learn about Essential Skills and work habits. • View videos to see how people use Essential Skills and work habits in everyday life. 	 <p>Create a Work/ Training Plan</p>	<ul style="list-style-type: none"> • Create an OSP Work Plan that focuses on the Essential Skills, job tasks and work habits related to your work placement. Employers record your progress in the work plan. • Work with an adult educator/ trainer to create an OSP Training Plan to develop the Essential Skills and work habits for the occupation(s) you want to enter. 	<p>HIGH FIVE MESSAGES OF SKILLS DEVELOPMENT</p> <ol style="list-style-type: none"> 1. Focus on the journey: Skills development is a lifelong journey. Continually develop your Essential Skills and work habits to get a job and progress in the workplace. 2. Team up with others: Ask people for feedback on your skills and for opportunities to further develop them. 3. Be open to change: Essential Skills and work habits will help you adapt to change in work, learning and life. 4. Keep on learning: Take advantage of every learning opportunity to practice and build your Essential Skills and work habits. 5. Follow your heart: Know, grow and show your skills, work habits, interests and strengths ... be you ... be happy! 	
 <p>Occupations and Tasks</p>	<ul style="list-style-type: none"> • See how workers use their Essential Skills on-the-job. • Find information on employment trends and opportunities • Write down NOC codes for occupations you are interested in. <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	 <p>Create a Transition Plan</p>	<ul style="list-style-type: none"> • Create an OSP Transition Plan to transfer your Essential Skills and work habits to a job or further education or training. • Use this information to help you create a résumé and cover letter that are targeted to a job ad and prepare for an interview. 		