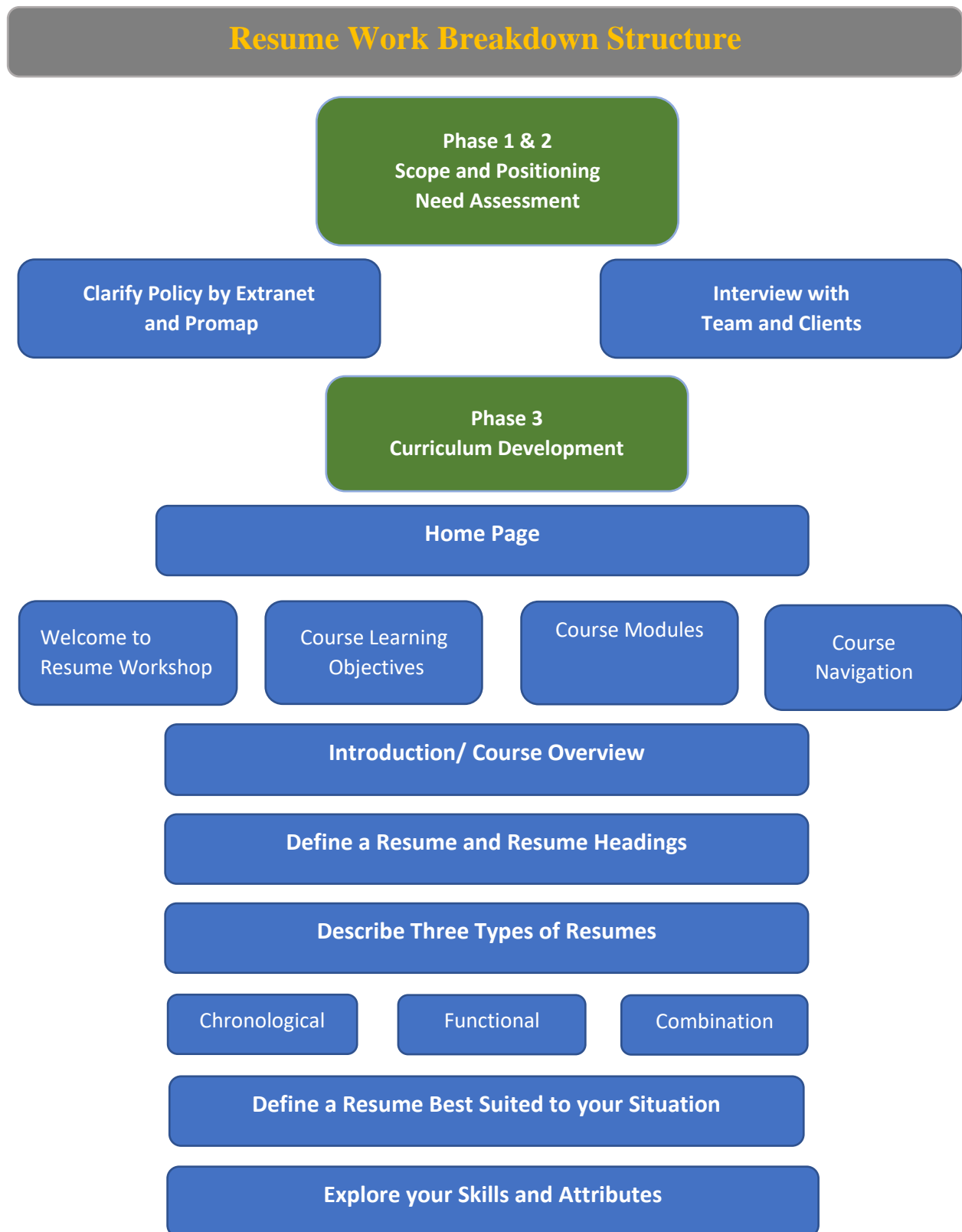


Figure 3

Work Breakdown Structures are based on deliverables



Transferable
Skills

Hard Skills

Soft Skills

Developing Achievement Statements

Examples

Practice

Develop your Resume Tailoring to a Job Posting

Define Screening /
Summary/ Profile

Describe Work
Experience

Write Education

Reference List

Examples

Practice

Phase 4

Course Development

**Considering Text, Colors, Audios, Videos, Images and Examples
in terms of Navigation, Standards, Copyrights and Accessibility Features**

**Phase 5 &6
Review, Revision &
Implementation**

Request Staff to Review and Exam the Course for Feedback

**Phase 7
Evaluation & Implementation
Users**

Cover Letter Work Breakdown Structure

Phase 1 & 2
Scope and Positioning
Need Assessment

Clarify Policy by Extranet
and Promap

Interview with
Team and Clients

Phase 3
Curriculum Development

Home Page

Welcome to
Cover Letter

Course Learning
Objectives

Course Modules

Course
Navigation

Introduction/ Course Overview

Define Why You Would Need a Cover Letter

Reason 1

Reason 2

Reason 3

Reason 4

Describe Cover Letter Content by Paragraph

Opening Paragraph

First Paragraph

Body Paragraph

Closing Paragraph

Consider Cover Letter Samples to Determine
'Best Practices'

Sample 1

Sample 2

Sample 3

Find a Job Posting

Create a Cover Letter Tailored to a Posting

Phase 4

Course Development

Considering Text, Colors, Audios, Videos, Images and Examples
in terms of Navigation, Standards, Copyrights and Accessibility Features

Phase 5 &6

Review, Revision &
Implementation

Request Staff to Review and Exam the Course for Feedback

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Interview Work Breakdown Structure

Phase 1 & 2
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Interview with
Team and Clients

Phase 3
Curriculum Development

Home Page

Welcome to
Interview Learning

Course Learning
Objectives

Course Modules

Course
Navigation

Introduction/ Course Overview

List Steps in Preparing for an Interview

Step One

Step Two

Step Three

Step Four

1- A

1- B

1- C

1- D

Describe Types of Interviews

Phone Interview

Face-to-Face

Panel / Group

Virtual/ Video

Prepare for Common Interview Questions

Questions 1 – 15 with Examples

Respond to Behavioral Questions

Questions 1 – 8 with Examples

Prepare Questions for the Interviewer

Job Related
Question

Hiring Decision
Question

Asking for
Follow up

Close the Interview Professionally (Tips)

Practice for the Mock Interview Questions

Phase 4

Course Development

Considering Text, Colors, Audios, Videos, Images and Examples
in terms of Navigation, Standards, Copyrights and Accessibility Features

Phase 5 &6

Review, Revision &
Implementation

Request Staff to Review and Exam the Course for Feedback

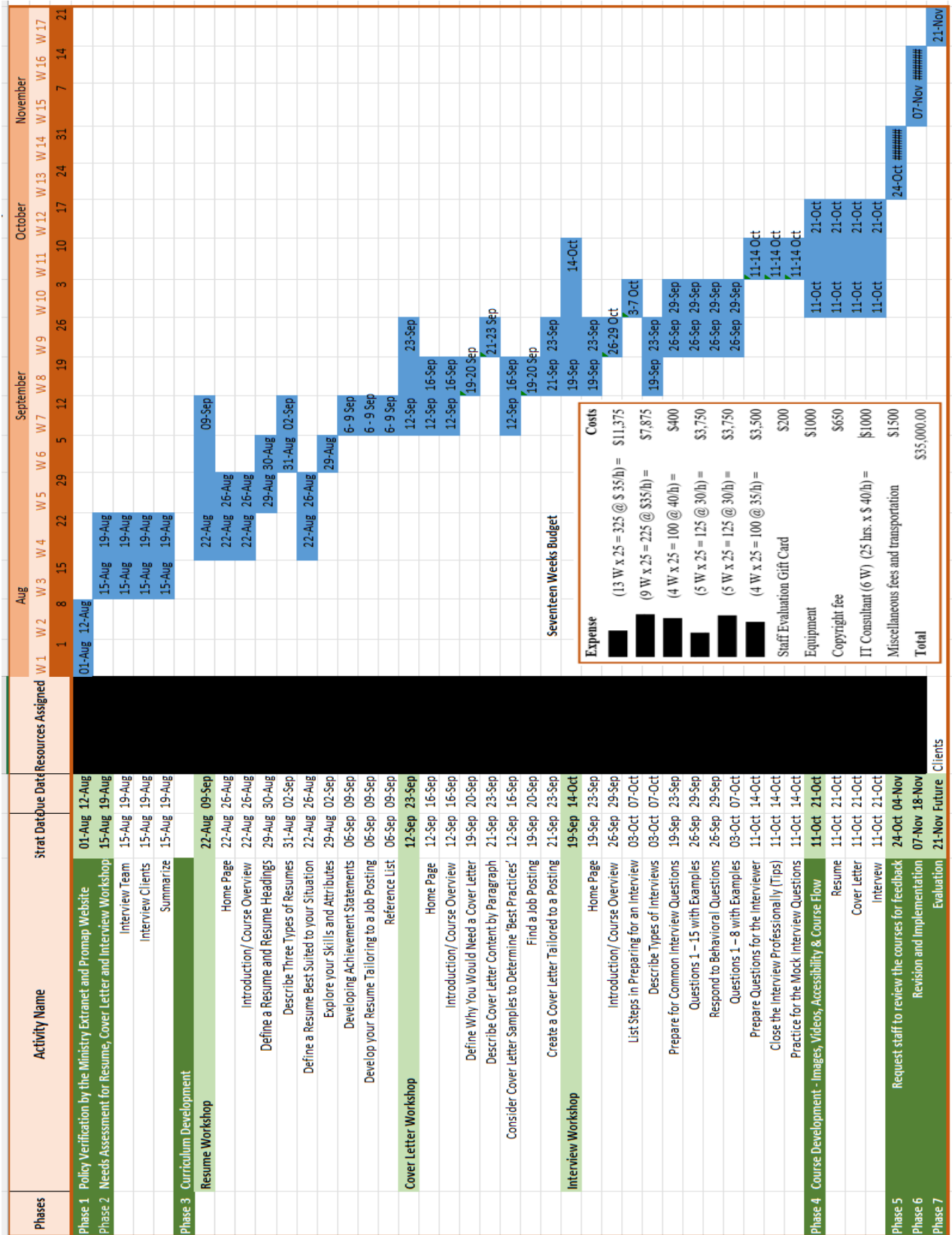
Phase 7

Evaluation & Implementation

Users

Chart 1

Gantt Chart for Developing Resume, Cover letter and Interview Asynchronous Workshops



Personnel Work Tasks

Candace	Supervisor	4 Week task – 25 hrs/ week
	Policy Verification by the Ministry Extranet and Promap Website - Aug 01-12 Course Development - Images, Videos, Accessibility & Course Flow Oct 11- 21	
Zahra	Facilitator & Case Manager	13 Weeks task – 25 hrs/ week
	Policy Verification by the Ministry Extranet and Promap Website – Aug 01-12 Summarize needs assessments, Resume, Cover Letter, and Interview Aug 15 – 19 Resume workshop - Introduction/ Course Overview- Aug 22- 26 Resume workshop- Explore your Skills and Attributes Aug 29 – Sep 02 Resume workshop - Developing Achievement Statements – Sep 06 – 09 Cover Letter workshop - Introduction/ Course Overview – Sep 12 – 16 Cover Letter Workshop-Define Why You Would Need a Cover Letter – Sep 19 –20 Cover Letter Workshop-Describe Cover Letter Content by Paragraph – Sep 21-23 Interview workshop - Introduction/ Course Overview – Sep 26 – 29 Interview workshop - List Steps in Preparing for an Interview Oct 03 – 07 Interview workshop - Close the Interview Professionally (Tips) Oct 11 – 14 Revision and Implementation – Nov 07 - 18	
Ljubomir	Facilitator	9 Weeks task – 25 hrs/ week
	Interview team - Needs Assessment for three workshops - Aug 15 – 19 Resume workshop - Home Page - Aug 22 – 26 Resume workshop - Define a Resume and Resume Headings - Aug 29 - 30 Resume workshop - Describe Three Types of Resumes – Aug 31 – Sep 02 Resume workshop - Reference List – Sep 06 – 09 Cover letter - Home Page – Sep 12 – 16 Interview workshop – Home Page – Sep 19 – 23 Interview workshop - Describe Types of Interviews – Oct 03 - 07 Course Development - Images, Videos, Accessibility & Course Flow Oct 11 - 21	

Frances	Outreach Facilitator	4 Weeks task – 25 hrs/ week
	Consider Cover Letter Samples to Determine ‘Best Practices’ – Sep 12 -16 Cover letter workshop - Find a Job Posting – Sep 19 -20 Create a Cover Letter Tailored to a Posting – Sep 21 – 23 Course Development - Images, Videos, Accessibility & Course Flow – Oct 11 - 21	
Noah	Needs Assessment Specialist	5 Weeks task – 25 hrs/ week
	Interview clients - Needs Assessment for three workshops - Aug 15 – 19 Resume workshop - Define a Resume Best Suited to your Situation – Aug 22- 26 Resume workshop - Develop your Resume Tailoring to a Job Posting -Sep 06 – 09 Interview workshop - Respond to Behavioral Questions – Sep 26 – 29 Interview workshop - Practice for the Mock Interview Questions – Oct 11 - 14	
Christine	Needs Assessment Specialist	5 Weeks task – 25 hrs/ week
	Interview clients - Needs Assessment for three workshops - Aug 15 – 19 Interview workshop - Prepare for Common Interview Questions – Sep 19 – 23 Interview workshop - Questions 1 – 15 with Examples – Sep 26 – 29 Interview workshop - Questions 1 – 8 with Examples – Oct 03 – 07 Interview workshop - Prepare Questions for the Interviewer – Oct 11 – 14	
Peter	IT Consultant	6 weeks task – 25 hrs total as per needed support
Staff	WorkBC Burnaby – Edmonds Staff Request staff to review the courses for feedback	2 weeks task – 2.50 hrs – Try three workshops
Clients will implement the evaluated workshops and will be asked to provide their feedback. The facilitator, Zahra, will inspect the feedback and implement changes for the appropriate ones.		