

Work Study Training Program – Students

We want you to make the most of your Work Study experience. To help you, we have put together the Work Study Training Program:

1. Attend in-person training sessions (list below)
2. Complete the [Professional Development Workbook](#)

The training sessions and the Workbook will help you set learning goals, explore and develop your skills, and track your progress.

Student Feedback:

- “[The **workbook**] was an excellent resource: it **forced me to think about this job as being more than "just a job"** but as a space for personal reflection and growth. I was able to set tangible goals and evaluate how well (and why) I achieved them.”
- “From the very beginning, I was asked to draft a personal development plan ... **The 1:1’s with my supervisor helped me resolve any challenges I was facing, discover my strengths and map out a plan to further my goals in this position.** I have never been more confident in my ability to make an impact as I am in this position.”
- “[setting learning goals] pushed me to **want to learn and do more** while on my work term”
- “Setting learning goals forced me to figure out how the resulting skills would shape my career. It **made me realize how much I could accomplish** and how far I still have to go ... I finally **found role models**, such as my Professor and others, that gave me a clear idea of what I could do with these skills. Above all, setting goals helped me tailor my experience to still produce a unique skill-set. It also helped **me see the extent of applicability of my degree.**”

Training Sessions

	Description	Session Dates
Make the Most of Work Study (Relevant to all students)	Work Study Info Session Have you heard about Work Study but not sure what it is? Applying for Work Study jobs and want to increase your chances of getting hired? This session is for you! In this session we will discuss: <ul style="list-style-type: none"> - what is Work Study - how to apply - how to make your application competitive - employment skills you'll develop in Work Study <i>Offered by: Career Exploration and Education</i>	April 16, 12-1 April 26, 12-1 (same session, two dates)
	Navigating the Workplace Work Study positions are an excellent opportunity to gain experience, build transferable skills and learn to navigate workplace culture and professionalism. In this session, you will complete part A of the Professional Development Workbook where you will explore your strengths, interests and values and set learning goals for your Work Study experience. We will also discuss professionalism and workplace culture with time for questions and discussion. <i>Offered by: Career Exploration and Education</i>	June 18, 3-5pm
	How to Market Your On-Campus Work Experience to Employers You will develop many great competencies in your on-campus work experience; to be able to fully explain the value of your experience to future employers you need to be able to identify what competencies you developed and how you demonstrated those competencies. By the end of this	Aug 9, 12-2

	Description	Session Dates
	<p>session you will be able to explain how you demonstrated at least two competencies using resume accomplishment statements and the STAR interview method. <i>Offered by: Career Exploration and Education</i></p>	
	<p>Leveraging Mentorship at Work Students are often told they need a mentor to succeed. In this session we'll explore what a mentor can actually do for you and how you can use the people you already know in your Work Study position to serve this role. <i>Offered by: Student & Campus Community Development</i></p>	May 31, 3:30-5pm
Develop Your Skills (Attend sessions relevant to your job or interests)	<p>Social Media for Student Staff Do you do social media in your job? Want to be awesome at it? Social media is fun, fast and furious. It can even make you kind of famous. So what are the best ways to make it work in your job? Discover how to have great conversations, how to stay out of trouble, and how to help your audience. <i>Offered by: Office of Student Life Communications</i></p>	May 31, 12-1:30pm
	<p>Effective Facilitation This workshop aims to help participants learn helpful techniques when facilitating groups. The focus in this workshop is on learning and practicing skills to effectively facilitate focused and inclusive meetings, sessions and workshops. <i>Offered by: Student & Campus Community Development</i></p>	June 8, 12-2
	<p>Event Planning Big or small, planning successful events of any type requires the same skills: budgeting, building partnerships, promotion, execution and more. In this interactive workshop, we will cover the foundations of running a great on-campus event: Network with others; get helpful tips and templates, a free event planning toolkit, and practical knowledge that will guide you in designing and executing successful events! <i>Offered by: Hart House</i></p>	June 7, 3-5pm
	<p>Identify, Assist, Refer In this training program participants learn how to recognize key indicators that a student may be struggling with a mental health issue, how to begin a supportive conversation with the student of concern, and how to make the most appropriate referral to campus and/or community resources. <i>Offered by: Health & Wellness Centre</i></p>	June 11, 12-2
	<p>Intercultural Communication Every workplace can benefit from improved communication! This workshop will challenge you to (re)think culture, help you recognize the workings of culture in your daily interactions with others, and help you build more strategies for communicating and understanding across cultural differences. <i>Offered by: Centre for International Experience</i></p>	June 14, 2-4pm
	<p>Improv @ Work Improve your communication skills at work! Do you get butterflies in your stomach and break into a sweat at the idea of workplace stressors like meeting new people or giving presentations? This interactive workshop will teach you how to stay in the moment, respond in an authentic, unplanned way to deliver your point, and reduce anxiety when dealing with new environments. <i>Offered by: Jump B2B</i></p>	June 13, 3-5pm

	Description	Session Dates
Take Care of Yourself (Relevant to all students)	Healthy Habits This interactive workshop introduces students to wellness strategies that they can integrate into their daily routine. Students are provided with tools to help them track their daily habits, recognize patterns of behaviours that may be impacting their overall wellbeing, and to set achievable wellness goals. <i>Offered by: Health & Wellness Centre</i>	June 21, 3-5pm
	Student Life 101 Students learn more when they are involved. As Work Study students you are often the first point of contact for students interacting with your department. Spend some time with us to explore the wide range of supports and services that are available with Student Life Programs & Services and how to take advantage of these opportunities. Your adventure begins now! <i>Offered by: Student & Campus Community Development</i>	June 7, 12-1:30

Register for sessions on cln.utoronto.ca > Events > St. George Career Centre.

For more information please contact: Atifa F. Karim at atifa.karim@utoronto.ca

Note: All Training Modules are optional and open to all students. Please check with your Supervisor if your attendance will be counted as part of your work hours.

Online Skill Development

Want to improve your **Excel skills**? Check out Microsoft's free online tutorials, visit <https://support.office.com/en-us/excel>

Lynda.com has a wide range of tutorials. Access free with your UTORid. Visit Lynda.com at <https://www.lynda.com/signin>

Click 'Sign in with your organization portal' on the sign in page. Type '@utoronto.ca' in the text box and you will be redirected to the UofT sign-in page.

Additional Training on Campus

Check out these other great training sessions happening around campus. To help connect Work Study students with these trainings we have outlined some of the opportunities below.

Building Your Strengths Program

- Explore Your Strengths: Complete the Strength Quest Inventory and learn your Top 5 Strengths
- Building Your Strengths: Workshops encouraging you to further develop your Strengths & apply them in a variety of contexts (career, academic success, and leadership)

For more information and registration, visit the Student Life site at <http://studentlife.utoronto.ca/cld/strengths>

Offered by: Student & Campus Community Development

Hart House Communication Classes

Hart House offers full-day, half-day or quarter-day sessions to build communication skills, confidence, authentic identities and connections through creative expression. Regular offerings are scheduled every term and can also be arranged on-demand. For more information contact Rick at rick.palidwor@utoronto.ca 416-978-5363

Learning to Lead

Want to develop your leadership skills and make connections on campus? This program is for you! Join us for a series of workshops that will encourage you to build your personal philosophy of leadership and gain a deeper understanding of yourself, others and community. Upon completion of the program, students will receive CCR recognition.

Further information and registration, visit the Student Life site at <http://www.studentlife.utoronto.ca/cld/learning-lead>

Offered by: Student & Campus Community Development

The Blueprint Program

Want to learn how to achieve academic success, explore your career options, develop healthy habits, and get involved on campus and in your community? Then Blueprint is definitely for you! Blueprint is an easy way to discover the opportunities available to you and start getting involved in campus life. You choose the eight workshops and the involvement activity that you feel will help you learn and develop the skills on which you will build your own experience at U of T.

Further Information and Registration, visit the Student Life site at <https://www.studentlife.utoronto.ca/ote/blueprint>

Offered by: Student & Campus Community Development

Academic Success Workshop Series

Academic Success offers workshops on a variety of academic topics every semester. Like our appointments, we try to make our workshops as interactive as possible – using practical skills while explaining the theory behind them. We also keep the size of the group small enough to cater to your individual needs and answer all of your questions.

Further Information and Registration, visit the Student Life site at <https://www.studentlife.utoronto.ca/asc/workshops>

Offered by: Academic Success